

Job Title:	Wraparound Care Assistant
Responsible to:	Headteacher

PURPOSE OF THE ROLE

The Wrap Around Care Assistant role under the direction of the Headteacher will:

- Work as part of the team to fulfil the strategic and operational aims and objectives of the academy in accordance with those of the Trust in order to deliver the Grace Schools promise to the children at the academy.
- Work in line with policies for achieving these aims and objectives aligned to our Trust playbook.
- To provide high quality support and coordination of the Wrap Around Care provision.
- Maintain excellent standards of behaviour in the provision to ensure the best possible learning environment for all, following the Trust principles of inclusion.
- Plan, prepare and deliver learning activities to pupils.

All our academies are committed to safeguarding and promoting the welfare of children which is embedded in our values and requires ongoing commitment of all staff.

KEY RESPONSIBILITIES

Wrap Around Care Provision

- Supervise staff and children in the Wrap Around Care provision, monitoring pupil attendance and staffing numbers, maintaining a healthy, safe and well-behaved environment at all times, taking action as necessary.
- Ensure accurate registration and the completion of other forms as required.
- Administer the list of pupils to be collected from/delivered to classes each day, ensuring all personnel are appropriately informed.
- Check the register is taken and tallies with the expected numbers, taking action as necessary.

Support for the Children

- Plan activities appropriate to the age and the needs of the pupils taking into account different areas of learning. Ensure the room is set up to receive pupils into a purposeful environment.
- Ensure adequate refreshments are available.
- Support behaviour management, development, communication and interactions.
- Be able to support children in their play, while maintaining the children's safety and following the school's behaviour policy.
- Supervise pupils at all times, including physical activities.
- Serve healthy food choices where required and ensure pupil's individual needs are met.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations following the academy's behaviour policy.
- Promote the inclusion and acceptance of all pupils within the Wrap Around Care provision.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

Working with Colleagues

- Demonstrate the aptitude to work as part of a successful team.
- Have effective communication skills.
- Establish, build and maintain positive relationships with parents/carers.
- Participate in training and other learning activities and performance development as required.
- Attend relevant meetings.
- Maintain confidentiality

- Have a flexible approach and be willing to adapt to changes.

Support for the Academy

- Be aware of, follow and comply with all academy policies and procedures.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, values, work and aims of the academy.
- Make a positive contribution to the wider life and ethos of the academy.

Health and Safety

- Record any accidents/incidents properly, informing parents and other appropriately.
- Ensure all provision equipment is cleared and locked away, leaving the premises clean, tidy and secure.
- Be able to demonstrate good food hygiene practices and follow the school health and safety policies.
- Set up and clean equipment ensuring all equipment used is safe.

Person Specification

Attributes	Essential (E) or Desirable (D)
Qualifications and Experience	
A minimum qualification of GCSE Maths and English (or equivalent) grade C or above.	D
Food hygiene certificate	D
First Aid Qualification	D
Commitment to undertake professional training/development relevant to the post	E
Previous experience working in a primary school or similar provision	D
Working with children and experience of supporting children with special educational needs	D
Knowledge, Skills and Abilities	
Effective approach to behaviour management	E
High level of written and oral communications	E
Strong organisational, personal time management and planning skills	E
Can use ICT effectively to support learning	E
Personal Attributes	
High level of collaboration, cooperation and team working capabilities	E
High levels of adaptability and flexibility	E
Commitment to safeguarding and promoting the welfare of children and young people	E
High levels of enthusiasm, determination and a drive to inspire others to achieve high standards	E
Ability to build effective relationships with colleagues, parents/carers and members of the community	E
Ability and willingness to promote the school's positive culture and ethos	E