



JOB DESCRIPTION

JOB TITLE: Wraparound Care Assistant

GRADE: Grade CD (point 3-6)

RESPONSIBLE TO: Headteacher

JOB PURPOSE: The core focus of this job is to assist with supporting the school with the provision of extended care. The post holder will do this by supervising children and organising activities.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operation Issues	<ul style="list-style-type: none"> ● To assist in providing a variety of safe, creative and appropriate play opportunities, preparing activities, organising the programme, etc ● To assist in the day to day administration, record keeping, ordering and purchasing materials and equipment ● To assist in the organisation of the club premises including setting up activities and clearing away at the end of the session ● To provide full care for the children including collection from/delivery to school and carers ● Attending staff or committee meetings as appropriate ● Administering First Aid as appropriate and entering details in the accident book in line with health and safety policy ● To access appropriate and relevant training when possible and to keep a personal record of such training ● To represent the school at all times in a professional manner ● To work as a team member and be able to take responsibility for the club at any time the Manager is unable to be on site
Communication	<ul style="list-style-type: none"> ● Liaising with parents as necessary; encouraging parental involvement and support ● Communicate with school staff as appropriate
Systems & information	<ul style="list-style-type: none"> ● Assist with maintaining accurate records as required, to include completion of accident book, register of child's attendance, up to date emergency contact details ● Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. ● Share information appropriately – in writing, by telephone, electronically and in person. ● Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.
Administration/Other	<ul style="list-style-type: none"> ● Plan and provide a variety of safe, creative and appropriate play opportunities.
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> ● Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate ● The Yorkshire Learning Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We

	<p>have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
Health & Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment
Data Protection	<ul style="list-style-type: none"> ● Know about data protection issues in the context of your role. ● To comply with the YLT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	<ul style="list-style-type: none"> ● Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values ● The YLT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	<ul style="list-style-type: none"> ● The YLT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment ● The YLT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

PERSON SPECIFICATION FOR

Wraparound Care Assistant

Essential upon appointment	Desirable on appointment
Knowledge	
<ul style="list-style-type: none"> ● An understanding of and commitment to the provision of good quality childcare ● A sound understanding of safeguarding procedures ● Knowledge of healthy eating 	<ul style="list-style-type: none"> ● Health & safety knowledge, including lifting and handling and fire prevention ● An understanding of food hygiene rules
Experience	
<ul style="list-style-type: none"> ● Some experience of working with children in a play work or educational setting 	
Qualifications	
<ul style="list-style-type: none"> ● Literacy skills for accurate record keeping 	<ul style="list-style-type: none"> ● Food Hygiene certificate ● Child care qualification
Occupational Skills	
<ul style="list-style-type: none"> ● Ability to work on own initiative and use common sense ● Ability to communicate effectively with parents and colleagues, verbally and in writing ● Ability to maintain confidentiality ● Ability to work effectively in a team ● Committed to continuing professional development ● Emotional resilience ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	<ul style="list-style-type: none"> ● Behaviour management skills ● Basic ICT skills
Personal Qualities	
<ul style="list-style-type: none"> ● Demonstrable interpersonal skills. ● Ability to work successfully in a team. ● Confidentiality ● Flexibility 	<ul style="list-style-type: none"> ● Creativity
Other Requirements	
<ul style="list-style-type: none"> ● Enhanced DBS Clearance ● Through their role and work to positively promote the distinctive Christian ethos and practice of the school ● To be committed to Continuing Professional Development ● Motivation to work with children and young people 	

<ul style="list-style-type: none">● Ability to form and maintain appropriate relationships and personal boundaries with children and young people● Emotional resilience in working with challenging behaviours and attitudes● Ability to use authority and maintain discipline● An empathy for equality & diversity● The ability to converse at ease with stakeholders and provide advice in accurate spoken English is essential for the post	
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