

Job Description and Person Specification

Role	Wrap Around Care Assistant
Grade and Range:	Grade 1, Point 2
Department:	Catering
Accountable to:	School Business Manager/Lead

Position Overview

Under the direction/instruction of the SBM Lead, deliver high-quality and varied activities within a safe and caring wraparound care setting (e.g., Breakfast or After-school provision), and provide a high standard of physical, emotional, social and intellectual care for the children placed in the setting while working collaboratively with the team.

- 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.

Main Duties

- Supervise children during wraparound care sessions (e.g., Breakfast and After School), ensuring a safe, inclusive, and engaging environment.
- Monitor attendance, complete daily registers, and maintain accurate records.
- Coordinate the collection and handover of children between classes and the wraparound care setting, ensuring all procedures are followed.
- Plan and deliver age-appropriate activities that support children's physical, emotional, social, and cognitive development.
- Prepare the environment for sessions, ensuring it is welcoming, purposeful, and well-resourced.
- Provide and serve healthy refreshments, taking into account individual dietary needs.
- Ensure the Wraparound Care Leader or School Business Lead is aware of when food items, equipment, or other resources need restocking or replacement.
- Promote positive behaviour and support children in line with the school's behaviour policy, including during play and physical activities.
- Foster positive relationships with children, acting as a role model and encouraging cooperation and inclusion.

- Communicate effectively with colleagues and parents/carers, maintaining confidentiality at all times.
- Participate in relevant training, meetings, and performance development activities.
- Follow all school policies and procedures, including safeguarding, health and safety, and equality of opportunity.
- Record and report any accidents or incidents appropriately, ensuring parents and relevant staff are informed.
- Maintain cleanliness and safety of the provision, including setting up and packing away equipment and following food hygiene standards.
- Contribute positively to the wider life and ethos of the school, demonstrating flexibility and a team-oriented approach.

General Duties

- Be a positive role model, contributing to a supportive and inclusive school culture that reflects the values of the Flying High Partnership.
- Support and promote equality, diversity, and inclusion, ensuring all children have access to opportunities to thrive.
- Contribute to the overall aims and ethos of the school, working collaboratively with colleagues to support school priorities.
- Participate in relevant training, professional development, and performance review activities as required.
- Recognise and use personal strengths to support the wider team and enhance the provision.
- Demonstrate flexibility and a willingness to adapt to the changing needs of the school. Carry out any other reasonable duties as directed by the Line Manager, in line with the responsibilities of the role.

Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

Criteria	Essential	Desirable
Experience		
Experience of working with or caring for children of relevant ages	AF/I	
Experience of food preparation		I
Commitment to undertake professional training/development relevant to the post	AF/I	
Previous experience working in a primary school or similar provision		I
Experience of working with and supporting children with special educational needs		I

Behaviours		
Effective approach to behaviour management	AF/I	
High level of written and oral communications	AF/I	
Strong organisational, time management and planning skills	AF/I	
Ability to use ICT effectively to support activities and communication	AF/I	
The post holder will require an enhanced DBS check	AST	
Skills		
High level of collaboration, cooperation and teamwork	AF/I	
High levels of adaptability and flexibility	AF/I	
Commitment to safeguarding and promoting the welfare of children and young people	AF/I	
High levels of enthusiasm, determination and a drive to inspire others to achieve high standards	AF/I	
Ability to build effective relationships with colleagues, parents/carers and the wider community	AF/I	
Ability and willingness to promote the school's positive culture and ethos	AF/I	
Other		
Occasional work outside normal working hours (with prior notice given)		I
Commitment to get stuck in with Partnerships and Trust wide activities		I
Enhanced DBS check required or willingness to undergo one	I	