

Job Description

Job Title:	Wraparound Care Assistant
Responsible to:	Principal
Job Purpose:	To supervise and ensure the safety and well-being of pupils during after school wrap around care.
Salary:	Band B SCP 2 - 3
Hours:	6 hours per week: 3.30 – 4.30pm Tuesday, 3.30-5.30pm Wednesday and Thursday, 3.30-4.30pm Friday. Fixed Term until 31 st August 2027. Term time only plus INSET days basis (39 weeks per year).
Main responsibilities Catholic life and Mission • Draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff, and all other members of the community. The vision should explore Gospel virtues and values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils. • The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ. Typical tasks • Create a safe, stimulating and caring provision appropriate to the developmental needs of the children in order to enable children to develop their social, cognitive and physical skills and to meet their emotional needs. • To assist with the provision of a healthy teatime meal each day. • To liaise with the Wrap Around Care Manager to ensure effective communication with the parents/carers of the children within the team • Write in an accident book if an accident occurs or if a pupil falls ill • Monitor pupil behaviour, intervening as necessary, in accordance with school policy • Report any breaches of school rules, in accordance with school policy • Any other tasks which commensurate with the role, as determined by the Senior Leadership Team. • Prepare a light meal for pupils. • To create activities for a range different aged pupils. Qualifications / Training and likely abilities: • Literacy skills to be able to understand school policies and complete accident/incident books • Be able to understand, comply and work within policies, eg. Behaviour and Self-Regulation Policy, Safeguarding and Child Protection policy, Health and Safety policy	

- Be able to understand and comply with verbal instructions
- Be aware of cultural differences and promote inclusion.

Other

- To always support the Catholic ethos of the Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Company policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- The Multi Academy Company reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
- The Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Company in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Company to reflect or anticipate changes in the job commensurate within the grade and job title.

I have read and understand the job requirements, responsibilities and expectations set out in this job description.

Signature: _____

Date: _____

Print Name: _____