Job Description
Job Title: Wraparound Care Assistant
Contract Type: Permanent

Overall purpose of this post:
To supervise the school's wraparound care provision, providing a safe, stimulating, inclusive and enjoyable environment for children at the beginning and end of the school day. The role will include delivering a range of engaging activities that support children's social, emotional and physical development whilst ensuring high standards of care, safeguarding and wellbeing.

Main responsibilities

- To organise and deliver a varied programme of age-appropriate play, recreational and enrichment activities that meet the interests and needs of all pupils.
- To supervise children effectively during sessions, promoting positive behaviour and ensuring their safety and wellbeing at all times.
- To maintain accurate records including attendance, accidents, behaviour and safeguarding, in accordance with school procedures.
- To ensure all safeguarding, health and safety and first aid procedures are followed, and any concerns are reported immediately in line with school policies.
- To provide food in accordance with school food standards, food hygiene and allergy management requirements.
- To develop positive relationships, and communicate effectively with children, parents, carers and staff, acting as a professional representative of the school.
- To ensure that equipment and resources are used safely and stored appropriately.
- To administer first aid as required.
- To attend training sessions and professional development opportunities as required.

Professional Knowledge, Understanding and Skills
The Wrapround Care Assistant will:

- Have experience of working with primary-aged children in a childcare, educational or recreational setting.
- Be a positive role model for pupils through professional conduct, language and behaviour.
- Use positive behaviour management strategies in line with the school's behaviour policy.
- Recognise that the safeguarding and welfare of pupils is the responsibility of every employee.
- Be able to work independently and use initiative while also contributing positively as part of a team.
- Maintain confidentiality and comply with GDPR requirements when handling information and records.
- Comply with all relevant policies, procedures and risk assessments.
- Demonstrate flexibility, reliability and a positive approach to their work.

Person Specification	Essential	Desirable
Qualifications		
Basic literacy and numeracy skills, sufficient to maintain records and communicate effectively	X	
Relevant childcare, play work or education qualification (e.g. NVQ Level 2/3, Play work, Childcare, or Teaching Assistant Qualification)		X
Paediatric or Emergency First Aid qualification		X
Food Hygiene qualification		X
Experience & Professional qualities		
Experience working with primary-aged children		X
Ability to provide a safe, nurturing and stimulating environment for children	X	
Good understanding of children's social, emotional and physical needs		X
Ability to manage behaviour positively and consistently	X	
Understanding of the importance of safeguarding and child protection	X	
Personal qualities		
Warm and approachable manner	X	
Flexible and adaptable approach to work	X	
Commitment to maintaining confidentiality	X	
Commitment to promoting children's wellbeing, happiness and personal development through play	X	