

Title	Wraparound Care Assistant
Date	September 2024
Grade	H2 + outer fringe allowance
Hours	Our after school clubs run the following times: 2:45-6pm – Victoria CE Infant School & Nursery 3:20 – 6pm – Thomas Coram CE School Number of days to be discussed on application.
Responsible to	Head of School, ASC Supervisor

Job Description

Purpose of Job

To deliver teaching and learning activities to whole classes of pupils in the absence of the teacher. To undertake specified work with individuals, groups and whole classes under the overall direction and supervision of a qualified teacher.

Personal and Professional Standards

- The federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the federation and have regard to the Church of England character of the foundations of the federation and its schools and not do anything in any way contrary to the interest of the foundation.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- As a consequence of the performance review cycle for support staff, take responsibility for personal development and training.
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide a courteous, prompt and polite service to all members of the federation community and of its schools, including parents, pupils, all staff, contractors and suppliers and other visitors.
- To actively contribute to the federation's mission statement by forming positive relationships within the federation and schools' community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the federation and its schools, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Head of School.

Main Areas of Responsibility

- Attend to pupils' personal needs, including social, health, hygiene, first aid and welfare matters.

- To supervise children during the Wrap-around Care Provision sessions as directed by the Wrap-around Care Provision Supervisor. Supervision could be in various areas including outdoors.
- Ensure children are playing safely and dealing with problems as they arise.
- Deal with injuries and accidents – reporting incidents as appropriate and inline with our federation policies.
- Promote a positive attitude towards outdoor play.
- Assist with the planning, preparation and delivery of learning activities.
- Liaise with parents and carers, under the direction of the Wrap-around Care Provision Supervisor.
- Be committed to and follow the federation/school's policies and procedures for child protection and security.
- Cleaning up spillages as necessary.
- To encourage good social skills and manners
- To provide a nurturing role, to support children with their social and emotional needs
- To keep a record of children attending

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.