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## JOB DESCRIPTION

**JOB TITLE:** Wraparound Care Assistant

**SALARY RANGE:** H2

**DATE:** September 2023

## JOB DESCRIPTION

### WRAPAROUND CARE ASSISTANT

Responsible to: Headteacher / Wraparound Care Manager

The Wraparound Care Assistant works to provide high quality provision for all children at Templewood Primary School at the start and end of the school day. They uphold the ethos and values of Templewood, support colleagues both professionally and personally and work constructively as part of a team.

A high standard of professional conduct is expected at all times and applicants must demonstrate good judgement and high levels of integrity relating to confidential dealings with pupils, parents and staff.

The schools policies and procedures must be followed at all times to ensure that the post holder demonstrates a professional approach and works within the school's safeguarding policy. All applicants will be subject to an enhanced DBS check and asked to complete a Childcare Disqualification Disclosure.

#### Duties

- Ensure a warm, caring and stimulating environment for children aged 4-11 years
- Sign children in and out each day
- Help organise and supervise children's activities
- Help to plan, along with the wraparound care manager, weekly activities and themes
- Maintain records and logs regarding children's schedule of after school clubs
- Check and verify proper identification for pick-ups paying special attention to instructions provided by parents or guardians

- Help to organise and store toys, resources and materials to ensure order in activity areas and maintain a safe play environment
- Manage behaviour according to the school's behaviour policy.
- Help supervise children's cloakroom and toilet visits where appropriate
- Help supervise outdoor play activities
- Assist with snacks
- Follow school safeguarding protocols
- Keep up to date with legislative changes
- Be prepared to undertake further training relating to safeguarding children, first aid and health and hygiene in the workplace.

Experience of working with children is essential.