



Wraparound Care Assistant

Job Title: Wraparound Care Assistant

Pay Grade: H2

Hours: Variable, between 3pm and 5.45pm

Purpose of the Role

As a Wraparound Care Assistant you will be part of a team who is responsible for supervising pupils on the school premises during the after school session. The role is to ensure that the session runs smoothly and effectively and that the safety and welfare of pupils is maintained.

Responsibilities

- Supervise pupils in the setting and on the playground using the equipment
- Encourage pupils to eat their food and monitor those who don't, reporting any concerns to the club leader and parents
- Monitor pupils wellbeing and safety and report any concerns to the room leader and parents
- Offer support to pupils in each area, sometimes providing learning support if relevant (e.g. reading with pupils)

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating and activities
- Register children in and out of each session
- Collect from after school activity clubs
- Clear down at the end of each session, at the end of the day preparing the room for the next morning

Health & Safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider (if not trained). Complete any first aid training required. All head injuries and significant medical treatment should be recorded on CPOMS.
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff
- Follow basic food handling practices and complete necessary training if requested



Behaviour

- Read and follow the schools' Behaviour Policy and use CPOMS for recording incidents
- Report any incidents of poor behaviour to the Room Leader
- Use positive reinforcement and phrasing to minimise disruption and harm to pupils
- Make sure children tidy up after themselves, when using play resources/equipment outside
- Follow any directions from the room leader on supporting specific pupils with challenging behaviour

Play

- Organise fun and interesting activities to encourage pupils to play and make use of play outdoor equipment and being active
- Offer educational instruction where needed to help pupils to share play equipment
- Encourage older pupils to help younger pupils
- Help to positively resolve issues between pupils during play activities

Safeguarding

- Read and follow the schools' Child Protection Policy and use CPOMS for recording incidents
- Make sure pupils remain in sight at all times
- Make sure gates and external doors to car park are locked at all times
- Use a walkie talkie or phone to contact admin/ SLT office in an emergency
- Look out for any unidentified visitors on site and follow the school's procedures for approaching/reporting individuals

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

At Strathmore, we are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

Person specification

CRITERIA	QUALITIES You may wish to classify these as “essential” or “desirable” depending on your expectations for the role
Qualifications and experience	<ul style="list-style-type: none"> ➤ Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools (desirable) ➤ GCSEs at grades 9 to 4 (A* to C) including English and maths ➤ Experience of working with children ➤ SEND knowledge or experience ➤ Medical knowledge on a number of needs such as seizures, tube feeding, allergies (all training will be provided) ➤ First aid training
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Skills and expertise in understanding the needs of all pupils ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Excellent verbal communication skills ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Knowledge of guidance and requirements around safeguarding children
Personal qualities	<ul style="list-style-type: none"> ➤ Enjoyment of working with children ➤ Sensitivity and understanding, to help build good relationships with pupils ➤ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding pupil’s wellbeing and equality