

## Job Description

**Title:** Wrap Around Care Assistant  
**Responsible to:** Head Teacher, SLT  
**Hours/Weeks:** 38 weeks per annum (term time), Part Time – 17.5 hours per week

### **The main purpose of the job**

To work under the instruction/guidance of the School's Leadership to supervise groups of children within our breakfast and afterschool club provision.

### **Key Duties**

- Build excellent relationships with the children attending our wrap-around care.
- Prepare, maintain, and use resources required to meet learning intentions and specific needs.
- To complete a weekly food order for provisions
- To help prepare and cook food for children.
- Use your own initiative to prepare and lead games and activities that the children find engaging and will support them (both academically and socially).

### **Job activities to include.**

- Supervision and provision support for pupils, including those with additional needs, ensuring their safety.
- Encouraging pupils to interact appropriately with others and engage in school activities.
- Supervise and assist with medical/toileting needs as required.
- Set challenging and demanding expectations and promote independence and self-esteem, in line with school policies.
- Establish constructive relationships with pupils and interact with them according to individual needs, promoting inclusion.
- Help create and maintain a purposeful, orderly, and supportive environment so that children understand which resources are available and how to engage with them.
- Promote excellent pupil behaviour, dealing promptly with incidents in line with the agreed behaviour policies.
- Establish constructive relationships with colleagues, parents and carers, and other staff and partners involved with the school.
- Attend weekly meetings and discussion which contribute to the overall aims of the school.
- Demonstrate a commitment to inclusion for all.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Good numeracy and literacy skills.	NVQ 2 or above for Teaching Assistants or equivalent qualification / experience.  First aid training.  Food Hygiene Certificate Level 2.
<b>Experience</b>	Working with or caring for children of a relevant age.	Worked with children in a similar setting previously.
<b>Knowledge and Skills</b>	Effective use of ICT and relevant technologies.  Basic understanding of child development.  Ability to work under supervision and independently.  Ability to relate well to children.  Ability to work constructively as part of a team.  Ability to follow own initiative in preparing activities.	Understanding of relevant policies and practices.  An understanding of the curriculum and other learning strategies.