

JOB DESCRIPTION

Wraparound Care Assistant

Main purpose of the job

To work as part of a team, assisting in the day to day organisation and operation of the Breakfast and After School Clubs.

Typical Responsibilities of a role at this level

Key Duties:

1. Assist in the provision of a wide range of stimulating play activities which encourage learning through play and co-operation, both indoors and outdoors appropriate to the ages and needs of the children in the club.
2. Oversee the supervision of activities and maintain the health, safety, welfare, good conduct and safeguarding of children during Out of School club.
3. Assist in the preparation and clearing away of resources on a daily basis before the children arrive and after they leave.
4. Report incidents in line with school policy.
5. Liaise with colleagues on how to meet any individual pupil needs (e.g. SEN).
6. To help organise the collection of children from school and the safe hand over to parents and/or named carers.

Individuals in this role may also undertake some or all of the following:

1. Undertake similar work at other times such as during lunchtimes.
2. Administer first aid treatments or assist with personal care as required.
3. Prepare simple food and beverages as required.

This list is not exhaustive and main objectives/performance measures will be discussed and agreed with your line manager.

Gorseland Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and Professional Memberships		An appropriate childcare/play care qualification NVQ2 or NVQ3 or equivalent.
		Certification (or working towards) in paediatric first aid and basic food hygiene.
Specialist Knowledge Skills and Experience	Experience of working with children aged 3-11.	
	Ability to communicate appropriately with children to effectively oversee play activities and to show empathy in order to maintain appropriate behaviours.	
	Experience of dealing with emotionally demanding situations e.g. dealing with distressed children during Wraparound Care clubs, with the ability to recognise and manage disruptive behaviours from children.	
Values and Personal Qualities	A passion for improving the learning and welfare of children.	
	Ability to remain calm in stressful situations.	
	Demonstrates patience, tolerance and warmth.	
Additional Requirements	Full background checks in line with Keeping Children Safe in Education are required for this role, including enhanced DBS, Barred List and references for the last 5 years.	

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment could be made.



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