



Wraparound Care Assistant Job Description

Post:	Wraparound Care Assistant
Grade:	1
Location:	Springmoor Grange
Responsible To:	Headteacher School Business Manager

Job Purpose

To work in the Wraparound Care provision, out of hours assisting with providing a safe, happy and supportive environment for children.

Key Result Areas

- To assist with carrying out activities and programmes consistent with the children's interests and stages of development, their family and the local community to ensure the service provides a stimulating and fulfilling environment
- To assist with the care of the children making sure they are supervised at all times, to ensure high standards of service delivery are maintained and all procedures are adhered to
- Prepare healthy balanced snacks for the children, including fruit and vegetables in a kitchen environment, observing correct food hygiene/handling procedures at all times to safeguard health and wellbeing of children and staff
- Work as part of the team, communicating effectively, ensuring any relevant information is shared or passed on to the appropriate member of staff
- To have awareness of child protection issues and special educational needs and report any concerns to the Wraparound Care Supervisor, to ensure that appropriate action can be taken quickly to safeguard the child's welfare
- To attend any training courses relevant to the post, ensuring continual personal and professional development
- Role requires working with a team
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
- Maintain accident records as required
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents
- The Post holder may undertake any other duties that are commensurate with the post
- The post holder has common duties and responsibilities in the areas of:-
- Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction

The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level or responsibility or character of the post and this is reflected in the grading.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy, Safe Working practices and all other council policies.

The post holder must comply with the Council's Health and Safety rules and regulations and with Health and Safety Legislation.