



WRAP AROUND CARE ASSISTANT (JUNIOR SCHOOL) JOB DESCRIPTION

The Wrap Around Care Assistant (Junior School), will work under the instruction and guidance of the Wrap Around Care Leader at the Junior School. They will work as part of the Wrap Around Care Team, providing high quality childcare prior to the child being collected.

ACCOUNTABLE

The Wrap Around Care Assistant will report to the Wrap Around Care Leader, the Head of the Junior School and, through them, they are ultimately responsible to the Head.

KEY AREAS OF RESPONSIBILITY

- Assist in the day to day organisation of the Wrap Around Care provision, providing high standards of care and play opportunities for children between the ages of 2-10 years old.
- Maintain a safe, secure and stimulating play environment, and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.
- Assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs.
- Work face to face with the children registered in Wrap Around Care.
- Assist in delivering and supervising tea time refreshments for the children.
- Follow guidelines and procedures for safeguarding, in accordance with the School's policy and procedures.
- In discussion with the Wrap Around Care Leader, identify opportunities for improvement in service delivery and implementing and evaluating changes, where required.
- Support all children by promoting positive strategies for unwanted behaviour, in line with the School's Behaviour Management Policy.
- Ensure that Wrap Around Care offers a high quality, inclusive environment which meets the needs of all children, regardless of social, culture, religion or beliefs.
- Report any safeguarding concerns to the School's Designated Safeguarding Lead (DSL), a Deputy Designated Safeguarding Lead (DDSL) or the Head of the Junior School, at the earliest opportunity.

GENERAL STAFF RESPONSIBILITIES

All School staff are expected to:

- Work towards and support the School vision and the current School objectives outlined in the SDP.
- Support and contribute to the School's responsibility for safeguarding pupils.
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors.
- Support and contribute to the School's drive towards sustainability and environmental education.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Engage actively in the School's performance management process.
- Adhere to all School policies and the Staff Code of Conduct Policy.
- Share pastoral concerns on a need to know basis with other members of staff.
- Liaise with parents where necessary.

- Support members of staff in maintaining firm but fair discipline, where necessary liaising with the EYFS/Key Stage 1/Key Stage 2 Coordinator, the Assistant Head of the Junior School and the Head of the Junior School, before contacting parents.
- To lead by example, e.g. actively promoting mindfulness/positive mental health around School.
- Undertake other reasonable duties related to the job purpose required from time to time.

NOTES

All job descriptions for members of staff are viewed in relation to the delivery of the School's Strategic Development Plan.

Other tasks may be considered necessary by the Head in view of the changing needs/policies of the school. Some tasks may be modified, delegated or deleted by agreement in the future.