



Wrap Around Care Assistant

Pay Spine: Scale 2

Hours: Monday to Friday 3pm till 6pm

Responsible to: Wrap Around Care Manager/ School Business Manager

JOB DESCRIPTION

As part of a team to provide high quality play and working experiences for all pupils during breakfast club and homework club, within a happy and caring environment.

Responsibility:

- Under the direction of WAC manager initiate and organise appropriate games and homework sessions for pupils during club times.
- Under the direction of WAC manager ensure there are direct links to the curriculum for children of all ages.
- Supervise, support and encourage all pupils to participate in activities ensuring their safety and well-being at all times.
- Supervise and control activities, including the behaviour of pupils, promoting the aims, ethos and policies of the school.

Professional Development

- To ensure own continuing professional development by attending training and development opportunities when need is identified.
- To attend meetings for WAC assistants when required to by the WAC Manager or SBM and INSET days when required.
- To hold a current First Aid certificate or to do the necessary training to obtain one.

Duties:

1. Set up play and clear away equipment ready for pupils to participate in organised games.
2. Create an enjoyable environment where children want to learn and are stimulated.
3. As directed, organise manageable groups of pupils, ensuring children are selected appropriate to their capabilities, and when necessary, support on a one-to-one basis.
4. Check that pupils are wearing suitable clothing and footwear for these organised tasks and make sure that pupils have due regard to safety and good behaviour at all times.
5. Actively encourage pupils to have fun and participate in tasks, making certain that they are adequately supervised at all times.
6. Work alongside other support staff in school in order to create a positive environment for all children at all times.
7. In the event of accidents refer to the WAC Manager or nominated welfare assistant for immediate attention and record accidents and injuries in line with school's procedures.
8. Collect and store all play equipment making sure any faulty apparatus is reported to the appropriate member of staff.
9. Attend regular meetings and courses as requested by SBM.
10. Any other duties required by the SBM within the scope of this post.
11. Supervise and control pupil's behaviour whilst they are partaking in tasks.
12. Keep pupils out of corridors and classrooms when they should be outside and keep pupils occupied when they stay indoors.
13. Ensure that pupils do not leave the school premises unless authorised to do so.
14. Be aware and comply with all school policies, procedures, values, aims and ethos.

Expectations for all staff

- Promote and follow the positive behaviour policy of the school
- Celebrate success of pupils and staff
- Support the wider aspects of school life including events and special occasions
- Be aware of the early signs of bullying and disruptive behaviour and intervening as necessary
- Ensure that any pupils who have had an accidents or feel unwell are referred to the WAC Manager
- Attend staff training including training days as appropriate
- Promote equality of opportunity
- Follow safeguarding Guidelines and Child Protection policy / procedures
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in appraisal
- Contribute to producing / delivering priorities in the School Development Plan

- Be committed to achieving the school's aims and values
- Contribute to the smooth running of the school
- Work in partnership and professionally with all colleagues including the Governing Body
- Respond promptly to concerns from parents, staff or students
- Have regards for and act in accordance with Health and Safety policy / practice

Important Notes

- This job description will be reviewed annually or earlier if necessary. In addition, it may be amended at any time after consultation with you.
- The post holder shall ensure the duties of the post are undertaken with due regard of the School's Health & safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- The post holder shall carry out these duties with due regard Eversley Primary Schools policies, procedures and priorities
- **Our school is committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.**

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Person Specification

Requirements	Essential	Desirable	Measured by: Application form (A) or Selection Process (S)
Education	At least 5 A*-C GCSE including English and Maths or equivalent		A
	Childcare qualification		A
		Evidence of further development	A
		First aid certificate	A
Experience of	Working with children from 4-11 Years		A/S
	Working using collaborative partnerships		A/S
Behaviours	Natural Communicator and experience of building relationships with a range of stakeholders		S
	Proactive and Innovative		S
Knowledge and Understanding	An understanding of effective and engaging learning strategies		S
		Experience of classroom practice	S
		An understanding of the SEN code of practice	S
	An understanding of literacy and numeracy strategies to ensure progress of learning		S
	Knowledge of behaviour strategies		A/S
	Good ICT skills		S
	Excellent communication skills, both verbally and written		S
	Ability to work well within the team and flexibly		S
Attributes	Promotes the aims and ethos of Eversley Primary School		S
	Committed to own personal development		A/S
	Clear view of what high standards and performance look like		S
	Proactive and strong problem solver with the ability to make things happen		S
	Ability and willingness to work constructively as part of a team and to supervise pupils effectively both in and out of school in line with the school's behaviour policy.		S
	An understanding of and a genuine commitment to Equal Opportunities		S

	Willingness to maintain confidentiality on all school matters		S
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