



Stoberry Park Primary School

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Somerset, BA5 2TJ

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Headteacher: Mr. A Shakesby

Wraparound Care Assistant

Job Description

Wraparound Care Assistant Role:

The role of the Wraparound Care Assistant is to support the day to day running of the SPARKS care provision under the guidance of the Lead Supervisor. To provide quality play care within the framework of the policies and procedures in place.

Responsible for:

Activities as planned and delegated by the Lead Supervisor.

Working relationships:

School Senior Leadership Team, Local Authority, children & parents/carers.

Main duties include:

Ensuring well-being of pupils:

- Undertake dynamic risk assessments, using the risk/benefit model.
- Supervise pupils in designated areas of the school (including internal, playground or external spaces) during wraparound care hours to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- Promote and reinforce pupils' self-esteem and appropriate behaviour, referring behaviour incidents to senior staff as required.
- Identify and report any unauthorised visitors on school premises.
- Complete any relevant documentation required by the school in relation to incidents occurring during the wraparound care hours.
- Be aware of any special medical conditions, e.g., Haemophilia, diabetes, asthma, and the relevant precautions and treatments necessary.
- Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- Report any major accidents or bumped heads to the school office/SLT and record in the First Aid folder.

Wraparound care provision:

- Support Lead Supervisor with planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Encourage the children to get outside and take part in physical activity.
- Provide comprehensive care for the children, including collecting them from school and ensuring they go home with a notified adult.
- Provide refreshments and ensuring that hygiene, risk assessments and safety standards are met.
- Consult with children and involving them in planning activities.
- Provide support to colleagues and volunteers.
- Good communication with Lead Supervisor and all other staff members, parents, and school.

- Administration and record keeping including keeping records of child protection and safeguarding concerns under the direction of the Lead Supervisor.
- Support the Lead Supervisor with the ordering and purchasing of food and resources required.
- Undertake appropriate and regular training (provided by the school).
- Monitor and maintain a healthy, safe and secure working environment.
- Work within the school's policies and procedures, and the Lead Supervisor direction.

Conditions:

- The work is mixed between indoor and outdoor activities.

Resources and support:

- Relevant training will be provided where available

This Job Description is subject to review, with the post holder's involvement, to address the changing circumstances or priorities within the school.

At Stoberry Park Primary School the health, safety and wellbeing of every child is our top priority. We expect all staff, Governors, parent/carers and visitors to share this commitment to safeguarding our pupils.

The Wraparound Care Assistant will be required to attend appropriate safeguarding training. The Wraparound Care Assistant must be aware of the need for confidentiality regarding pupils in their care and follow school policies and procedures.

Agreed by: _____
(Staff member)

Date: _____

And by: _____
(Headteacher)

Date: _____