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| |  | | --- | | East Coker Primary School **Wrap Around Care Assistant Job Description** |  Employment details | |
| Employee’s Name: |  |
| Job title: | Wrap Around Care Assistant |
| Reports to (job title): | The Head Teacher and Business Manager |
| Type of position: | Support Staff |
| Hours of work: | 11.35 hours per week  Monday and Friday 3.20-6pm, Tuesday, Wednesday and Thursday 4-6pm |
| Level and scale point: | Grade 15 |
| Job purpose:  The role of the WAC Assistant for breakfast and after school provision is to work as part of the Wrap Around Care team supported the leader with the day to day running of the Breakfast and After School Club by providing high standards of care and play opportunities for children between the ages of 4-11 years old in a safe and secure environment.  What you have to support the WAC Leader to achieve:   * Provide care, play opportunities and activities in a homely and nurturing environment, with regard to the individual development needs of the children and age ranges of children * Fully support inclusive practice and ensure that all children can be involved in the activities offered if they wish * Compliance of all regulatory requirements stated in the Early Years Foundation Stage and by Ofsted. * Positive working relationships with staff members, outside professionals, parents and carers. * Happy, supported and engaged children | |
| Main duties/responsibilities | |
| **Key Tasks** | |
| Assist the Club Supervisor as appropriate to ensure the smooth and reliable operation of the club | |
| Meet and greet parents and children as they drop off and collect their children to ensure a positive relationship if requested by the WAC Lead | |
| Support the WAC team to provide a safe, stimulating environment for the children, with creative and appropriate play opportunities | |
| Be responsible, with other team members, for ensuring that play materials and equipment are properly used, maintained and stored and for reporting any worn or damaged materials to the WAC Leader. | |
| Ensure that the areas used by the club are left tidy and clean and ready for school use | |
| Supervise the movement of pupils to and from the club and ensure appropriate behaviour at all times | |
| Communicate relevant news or issues to others in the WAC team | |
| Follow the correct school procedures and ensure they are addressed in line with the school policy | |
| Attend training requested including Food and Hygiene Level 2, Safeguarding and First Aid | |
| Attend meetings about WAC as requested | |
| Be prepared to ‘step up’ to WAC Leader in their absence | |
| Ensure your behaviour is impeccable and does not put the school into disrepute | |
| As requested by the WAC lead, set up areas before children arrive and, with other After School club staff, pack away at end of session (ensuring kitchen area is cleaned after each session, the class is ready for teaching, the toilets are checked). | |
| Ensure you interact and ‘play’ with the children to develop high quality provision | |
| Follow expected routines for snack, behaviour management, communication with parents, drop off and pick up, | |
| **Safeguarding and Wellbeing** | |
| Assist in ensuring the safety of all those children at the club and follow the school policies and procedures | |
| Bring any concerns to the notice of the WAC Lead, Head Teacher/DSL or DDSL | |
| Ensure there is a good standard of behaviour in line with the school’s behaviour policy | |
| Ensure you follow the established routines in regards to first aid incidences, safeguarding concerns, site safety and fire drills etc | |
| Ensure school security is maintained at all time | |
| Ensure that all pupils return to the care of their teachers at the end of the Breakfast Club period and to their parents at the end of the After School Club provision. | |
| Maintain an acceptable standard of conduct and discipline amongst pupils ensuring that all appropriate school regulations are complied with and reporting serious breaches of discipline or persistent unruly behaviour to the headteacher, or the nominated person deputising for the headteacher | |
| Administer any first aid as required and appropriate and the recording of any accidents/incidents in the accident book | |
| Assist the WAC Leader in maintaining a healthy eating approach in line with the school’s Food policy | |
| **Admin** | |
| Assist with the day to day administration and record-keeping | |
| Support with the publicity of the club and any displays | |
| If requested, collect attendance register from office (parent pay), update with any changes and record attendance on daily register. | |
| Follow and keep up to date with school Safeguarding and Health and Safety protocols and training. | |
| Undertake a range of other WAC procedures/duties as required by the Head Teacher | |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes. This job description will be reviewed every three years.

**Signed** .................................…………………….…..( Headteacher) **Date**..........................................

**Signed**..................................………………………... **Date**..........................................

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| **East Coker Primary**  **Wrap Around Care Assistant Person Specification** |

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|  | **Essential** | **Desirable** | **Evidence** |
| Qualifications and experience | * Previous experience working with children in a school setting. * Education to secondary school level at least. * Knowledge and understanding of child development and children’s and families’ needs. |  | A, I, D |
| Organisation | * Ability to plan and organise. * Ability to recognise and identify problems. * Ability to record and pass on information accurately. |  | A, I, R |
| Special skills and interests | * Ability to encourage and enable others to develop their full potential. | * Understanding and a strong interest in a play based provision such as nursery/reception or lunch time play activities | A, I |
| Disposition and attitudes | * Honesty, integrity, loyalty and confidentiality * Ability to build relationships and to work as part of a team. * A friendly, helpful, caring and flexible approach. * Open-mindedness and patience. * A commitment to equal opportunities. * Ability to maintain confidentiality in all school matters. |  | I, R |
| Physical attributes and other circumstances | * Ability to physically fulfil the responsibilities of the post. * Willingness and ability to attend appropriate meetings and training. * Reasonable personal presentation. * Excellent punctuality. | * Flexible approach. | I, R |

**Evidence**

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview