



# Job Description and Role Overview

**JOB TITLE:** WRAP AROUND CARE ASSISTANT  
**REPORTS TO:** WRAP AROUND CARE LEADER  
**SALARY RANGE:** H2

## Purpose of the job:

The Wrap Around Care Assistant works to provide high quality provision for children at Creswick Primary & Nursery School at the end of the school day. They uphold the ethos and values of Creswick, support colleagues both professionally and personally and work constructively as part of a team.

A high standard of professional conduct is expected at all times and applicants must demonstrate good judgement and high levels of integrity relating to confidential dealings with pupils, parents and staff.

## Core duties:

1. Ensure a warm, caring and stimulating environment for children aged 4-11 years
2. Sign children in and out each day
3. Help organise and supervise children's activities
4. Help to plan, along with the ASC leader, weekly activities and themes
5. Maintain records and logs regarding children's schedule of after school clubs
6. Check and verify proper identification for pick-ups paying special attention to instructions provided by parents or guardians
7. Work as part of a dedicated team of After School Care assistants
8. Help to organise and store toys, resources and materials to ensure order in activity areas and maintain a safe play environment
8. Manage behaviour according to the school's behaviour policy.
9. Help supervise children's cloakroom and toilet visits where appropriate
10. Help supervise outdoor play activities
11. Assist with snacks
12. Follow school safeguarding protocols
13. Keep up to date with legislative changes
14. Be prepared to undertake further training relating to safeguarding children, first aid and health and hygiene in the workplace

## Knowledge, Skills & Abilities:

- Experience of working with children is essential.

## Supervision:

- The jobholder will usually be managed by a member of the school's senior management team or by a more senior teaching assistant.
- Day to day direction/supervision will usually come from the Wrap Around Provision Leader.
- The post holder will have no supervision responsibilities of other staff.

## Appraisal Cycle:

This role will be reviewed annually as part of the appraisal process, with a mid-year review taking place during the appraisal cycle to monitor the suitability of targets set during this process. The professional standards for teaching assistants also set out key expectations. It is the responsibility of the teaching assistant to collect suitable evidence to show achievements against the targets agreed. The evidence section of the appraisal document outlines examples of evidence which may be collated.



## Safeguarding Requirements:

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- Ensure key documents (e.g. Keeping Children Safe in Education) have been read and signed as requested.

## Job context:

Creswick Primary & Nursery School welcomes class teachers of a high professional standard and shares the responsibility with each class teacher for continual review and the development of expertise. All UPS teachers are given an area of responsibility within the school and are expected to support and mentor colleagues as directed by the SLT in order to have significant and sustained impact which is measurable across the school.

**Revised:** November 2023

Employee’s Name:	
Date of Review:	
Employee Signature:	
Line Manager Signature:	

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.