**Djanogly Learning Trust**

**Job Description**

**Djanogly Learning Trust Vision**

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

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| **Job title** | Wraparound Assistant |
| **Hours and weeks** | Part-time, term time only  Hours based on the needs of the academy breakfast schedule |

**Djanogly Values**

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

* Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
* Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
* Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

**Djanogly Behaviours**

Employees will demonstrate their professionalism and promote a positive culture by:

* Behaving in a professional manner at all times
* Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
* Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
* Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
* Starting and ending the day with the same emotional constancy with every interaction.

**Job Purpose:**

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| Supervise pupils during the wraparound sessions as part of a team under the direction of the Wraparound Supervisor and/or the Senior Leadership Team   * Ensure the safety and wellbeing of all pupils in the dining areas * Ensure that all pupils eat a healthy, well balanced breakfast and evening meal * Support pupils to become more independent |

**Job Responsibilities:**

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| GENERAL  * Ensure that you arrive at work in plenty of time to start at your allotted time * Report any absence as soon as possible by following the absence reporting procedure. Only genuine absences for sickness will be paid unless specifically agreed with the Academy Leader. * Holidays will not be authorised during term time  DURING THE SESSIONS  * Encourage children to eat their meals and try new foods * Support pupils to use cutlery correctly, particularly supporting them to use a knife to cut food as appropriate * Supervise pupils scraping waste food and stacking plates/trays * Wipe down tables and benches between use * Clear up any spills quickly to avoid accidents * Establish and maintain relationships with individual pupils and groups * Ensure that engaging activities are set up for children * Ensure that there are appropriate learning opportunities available for children   **BEHAVIOUR**   * Contribute to the management of pupil behaviour. Children respond better to positive than negative approaches. Always try to use 3 positive comments to every 1 negative * Use non verbal reprimands first, such as a look or a shake of the head.. * If these fail; * Administer a verbal warning. Use the words ‘This is a verbal warning because you have…’ * If the behaviour continues then a second warning is given and the child is sent to the wall for a period of time out. (5 mins timed by you) * If the child continues after this they will be sent to the member of SLT that is on duty that day. |

**Djanogly Learning Trust General Requirements:**

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| **Policies and procedures**  You will comply with all policies and procedures at all times which include:   * ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies. * ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties. * ensuring you comply with the Trust’s Staff Behaviour policy, including outside of work where applicable.   **Professional Development**   * You are required to undertake professional development as part of your job description. This includes contributing to regular ‘check ins’ and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.   This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team. |

**Djanogly Learning Trust**

**Person Specification**

In order to be considered for interview all essential criteria must be met.

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| **JOB TITLE** | | Wraparound Assistant | | | | |
| **Requirements** | | **Essential** | **Desirable** | **Short listing criteria** |
| **Qualifications** | | | | |
| Good level of English language | | X |  | X |
| **Experience** | | | | |
| Experience of working with children | | X |  | X |
| **Skills** | | | | |
| Ability to engage with children | | X |  |  |
| Ability to apply the behaviour rules with children | | X |  |  |
| Ability to use a computer | |  | X |  |
| **Personal Qualities** | | | | |
| Belief in the values and behaviours of DLT | | X |  |  |
| Evidence of continuing professional development | | X |  |  |
| Commitment to equal opportunities and diversity in the performance of duties | | X |  |  |