



Wrap Around Care Assistant

Job Title:	
Grade:	4 (points 5-6)
Hours of work	hours per week – term time only
Responsible To:	Wrap Around Care Manager
Responsible For:	n/a
Key Relationships/ Liaison with:	Head teacher, SLT, Class teachers, Extended Services Manager
Job Purpose:	To support the Wrap Around Manager in the provision of high quality activities for pupils at the start and end of the normal school day

MAIN DUTIES AND RESPONSIBILITIES:

1. Assist in planning programs of activities appropriate to the age and ability of the group.
2. Supervise, support and assist pupils undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
3. Be aware at all times of appropriate Safeguarding, Health & Safety, and Intimate Care procedures.
4. To maintain a duty of care for all children attending the WAC provision. This may include carrying out intimate care for children.
5. Attend staff meetings as required.
6. Assist with the organisation of equipment and accommodation.
7. Quietly refer any instance of unacceptable behaviour or concerns they may have about pupils to the Manager.
8. Mop up spillages and accidents with the use of appropriate materials/equipment.

Job Description



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9. Comfort and supervise pupils who are ill or have had an accident, administering to their needs, as appropriate and referring to the nominated teacher and/or First Aider ensuring that accidents are recorded appropriately.
10. Be aware and apply the school's policies and procedures.
11. Being aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
12. Participating in appropriate school-based meetings and training activities within contracted hours.
13. Undertake any other curricula duties which may reasonably be regarded as within the nature of the duties and responsibilities.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) (b) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) (c) This post is subject to a Medical Check and a DBS check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

DSAT is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate

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Person Specification	Essential	Desirable
Qualifications		
Level 2 NVQ or CACHE or working towards		✓
Evidence of continuing professional development in childcare, out of school services		✓
Paediatric first aid		✓
Experience		
Experience of working with children in a play, childcare or out of school setting	✓	
Involving children in shaping services and making decisions		✓
Experience of making inviting snacks		✓
Knowledge		
Knowledge and understanding of children's age and stage of development	✓	
Knowledge and understanding of Safeguarding and Child Protection	✓	
Equal Opportunities issues	✓	
Health & Safety and Food Hygiene Legislation		✓
Skill Competencies		
Professionally discrete and able to respect confidentiality at all times	✓	
Firm, sensitive and effective approach towards pupil discipline, in accordance with school policies and pupil needs	✓	
Excellent communication (written & oral) and interaction skills with child, parents and colleagues	✓	
Ability to create and inspirational and stimulating child centred play and care environment	✓	
Good organisational ability	✓	
A commitment to the school ethos	✓	
Personal Attributes		
Creativity	✓	
Positivity & enthusiasm	✓	





Patience, kindness and approachable manner	✓	
Adaptability	✓	
Initiative	✓	

DISCOVERY

- App = Application Form
- Test = Test
- Int = Interview
- Pre = Presentation
- Med = Medical Questionnaire
- Doc = Documentary Evidence (E.g., Certificates)



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