



Wraparound Assistant JOB DESCRIPTION

Main Purpose

Our Wraparound service provides a fun lively and engaging environment for children. Whilst the children are still at school and must adhere to our school's behaviour policy, Wraparound should feel like a place where the child can relax and unwind after-school - our Wraparound Assistants are the key to creating this environment. The primary purpose of the role is to lead and support engaging activities with the children, e.g. through crafts, sports, games, toys etc. working across the age groups from 4 years to 11 years.

Job Purpose and Expectations:

Delivering activities

- Deliver age-appropriate activities and experiences to support pupils' development
- Offer instruction where needed to help pupils to share equipment
- Supervise pupils during activities and help to resolve issues between pupils
- To initiate supervised activities with children that engage them and enhance their learning and development
- Monitor pupils that aren't engaging in play and feedback any concerns to Wraparound Leader or child's teacher
- To prepare the extended school club area for use, including preparing materials, setting out equipment and apparatus.
- To clean and put away materials, equipment and apparatus after use, leaving the area clean and tidy for other users.
- To monitor the condition of the premises and equipment and to ensure the premises are used with consideration for other users.

Working with children

- To promote a happy and nurturing environment during Wraparound provision.
- Implement the school's behaviour policy and all other policies and procedures.
- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Support pupils with their independence and self-esteem when carrying out activities
- To guide and assist the development of children's social behaviour, attitudes and skills as appropriate.

Safeguarding, Care and Welfare

- To ensure safeguarding of children at all times in accordance with the school's policy
- To provide first aid when necessary and to keep written records of any incidents or accidents of which parents should be informed.
- To ensure that confidentiality is maintained at all times.
- To carry out all duties and responsibilities with reasonable care for the health and safety of you and any other persons who may be affected by your acts or omissions at work. To co-operate fully with the school in health and safety matters.
- Ensure all food is served in line with health and safety standards and that the dietary requirements of pupils are met
- To attend relevant courses and training days in order to develop experience and broaden awareness, expertise and skills
- To carry out the duties of the post in accordance with the school's equality and cohesion policy.

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- To participate in the school's performance management appraisal processes.
- To promote the positive image of the School within the local community.
- To be aware of the school's aims, organisational values and behaviours, and their impact on this post.

Vision and Values:

To demonstrate the vision and values of the school in everyday work and practice:

- To put pupils at the heart of everything you do to ensure all children can flourish, no matter what their starting points or backgrounds
- To embody the PROUD principles which are embedded into our daily life, demonstrating them in your own actions, and ensuring they are reflected in everything we do
- To encourage our pupils to 'Grow Together Shine Forever' to become the very best version of themselves, to then let their light shine on others and to have the highest ambitions for them
- To ensure your attitudes and behaviours reflect the school values of: teamwork, positivity, success, contribution, kindness, belonging and love.
- Develop positive relationships with **all** children and promote their general progress, achievements, well-being and participation in all aspects of school life

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. This job description will be supplemented by annual target based outcomes, which will be developed in conjunction with the post holder. It will be subject to regular review and the School reserves the right to amend or add to the duties listed