

## Role Description

### Wraparound Childcare Club Assistant

#### **Role Purpose:**

Responsible for delivering engaging and fun activities to the children in our care. Responsible for the delivery of activities, supporting children during mealtimes and on arrival and departure.

Operating as an excellent role model and meeting the standards expected to deliver our high-quality childcare.

**Responsible to:** Wraparound Childcare Club Manager / Principal

#### **Responsibilities:**

- Ensure all children are happy and engaged in their activities
- Ensure the safety and wellbeing of the children, leading first aid incidents when necessary
- Lead a range of activities independently, for children of all ages and abilities
- Supervise and lead outdoor play
- Prepare food and drinks for the children and supervise them eating
- Build positive relationships with the children and their parents and carers
- Support with the set up and clearing away at the end of breakfast and afterschool club, leaving the room clear and clean for other purposes
- Deputise for the Wraparound Childcare Club Manager when necessary and only when asked by the Principal

#### **Training & Development**

- Participating in training and other learning activities and performance development as required.
- To actively engage in training sessions, meetings and other learning activities, to secure own professional development.
- Participate in all training as required to deliver the responsibilities of the role
- Attending and participating in relevant meetings as required

#### **Families & Safeguarding**

- Committed to working with the staff team to ensure the highest levels of safeguarding are upheld at all times.
- To report any safeguarding concerns to the Senior Designated Person in line with the school's safeguarding policies.
- To adhere to all safeguarding policies, practices and expectations including online safety.

#### **Professional Conduct**

- To uphold and model the Preston Hedges Trust values of Ambition, Drive, Excellence and One Team at all times.
- To model respectful and positive behaviours, building professional relationships with staff, children and families.