

Newnham Primary School

Grade 2

JOB DESCRIPTION

Post: Wrap Around Care Assistant

Responsible to: Headteacher

Main duties and Responsibilities

Job Purpose

To supervise children attending Breakfast Club providing appropriate activities, encouraging co-operation, securing their safety, monitoring well-being and ensuring good behaviour.

Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake.

- Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activities areas and/or playground as appropriate.
- Help organize activities, setting up and clearing away.
- Establish good relationships with children; interact positively with children, encouraging co-operation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.
- Encourage good behaviour by using praise and reward and dealing with any inappropriate behavior in line with the School's Behaviour Policy.
- Ensure the health and safety of children at all times.
- Speak clearly and listen carefully to staff and pupils, using questioning to check understanding.
- Take pride in building positive relationships with children, other staff and parents.
- Attend/complete training when relevant and contribute to planning and reviewing the club.
- Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be responsible for own health and safety, as well as that of colleagues and pupils.

This job description sets out the main duties of the post. Such duties may vary from time to time without changing the general character of the post or the level of the responsibility entailed. Such variations are a common occurrence and cannot justify a reconsideration for the grading of the post. The person in post may also have to carry out other duties from time to time.

PERSON SPECIFICATION

Wrap Around Care Assistant

	Essential		Desirable	
Qualifications			Basic food hygiene.	
	Enhanced DBS check (this will be checked and offer of position will only be confirmed once cleared).			
	First Aid qualification			
Experience	Working with or caring for pupils of relevant age			
Knowledge	Basic understanding of food preparation			
	Basic health and safety training			
	Commitment to and understanding of equal opportunities			
	Understanding of relevant Policies and practice and awareness of relevant legislation.			
Skills	Confidence in food preparation			
	Confidence to keep clear administrative records			
	Confidence in dealing with children, maintaining discipline, motivation and ensuring well-being of children.			
	Ability to maintain confidentiality at all times.			
	Ability to work as part of a team.			
	Ability to promote the school when talking to visitors, colleagues and members of the community.			
	Display commitment to the protection and safeguarding of children.			