

Job title: **Wraparound Care Assistant**
Salary: Grade 3 (pt 6) - £25,989 per annum pro rata

Hours: Monday to Friday – 8am to 8.45am
Monday to Friday – 3pm to 5.30pm

Contract type: **Permanent**

Reporting to: **Wraparound Care Manager (Operational Lead)**

Main purpose

To provide care for our children in our wraparound care provision, working under the direction and instruction of Wraparound Care Manager, providing safe and stimulating care for children.

To deliver a suitable programme of imaginative and innovative activities suitable to the needs and interests of children aged 3- 11-year-olds.

- To provide a range of stimulating activities, indoor & outdoor, relevant to the age, stage and needs of young children which encourage and develop all areas of development.
- Be responsible to the Operational Lead – The Wraparound Care Manager.
- To ensure the provision offers a safe and stimulating play environment.
- To assist with the planning, preparing and delivery of activities, considering the needs and wishes of the children.
- To ensure the register is taken at the beginning of the session and follow the agreed club procedures.
- To ensure the safe collection and transportation of children between the classes and the club. Communicating and liaising with parents where necessary.
- To follow school policies provided at the beginning of each academic year, including safeguarding, child protection, behaviour, health, safety, security and first aid.
- To act as a First Aider.
- Motivate and encourage the children to participate in activities.
- Liaise with Class Teachers and Parents/Carers, where necessary to understand the individual needs of children.
- Ensure a clean, tidy environment conducive to fostering good health and safety practice. Ensuring that areas are tidied at the end of a session so that they are read to be cleaned for the next school day.

FLEXIBILITY STATEMENT

The list of duties in this job description should not be regarded as exclusive or exhaustive. The school environment is a dynamic one and changes in working practices occur on a regular basis, the post holder should be resilient to change and show a willingness to adopt and champion new practices.

Your duties are set out in the above job description, but please note that Dunalley Primary School maintains the right to update your job description from time to time, to reflect changes as outlined above and to your role. You will be consulted about any proposed changes.

Confidentiality:

Wraparound Care Assistants are required to respect the confidentiality of all matters relating to Dunalley Primary School, Nursery & Pre-school children and staff.

SIGNED: Date: