



Barrow Hills SCHOOL

Role Description	Wraparound Care Assistant (part-time)
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Overall Purpose

To provide a caring and stimulating environment for all of our children participating in the wraparound care provision at Barrow Hills School. The Wraparound Care Assistant will support the smooth operation of all activities, including providing engaging play and learning opportunities during After School Club (ASC).

Reporting to: Wraparound Care Administrator (in general – with dotted line to Head of Pre-Prep for any pastoral matters)

Location: Barrow Hills School

Hours of Work: **Part time:** 5 days per week, 7.5 hours per week (exclusive of breaks), Monday to Friday 4.30pm-6pm, during term time only.

Please note, these roles are considered on an annual basis and the school reserves the right to remove the role and associated allowance, with one months' notice if required.

Success Factors

- High standards of care
- Compliance with all regulatory requirements
- Positive working relationships with other staff, parents and carers

Main Duties and Responsibilities

- Ensuring that children are kept safe and complying with safeguarding policies, procedures and codes of conduct
- Discussing the welfare of children and helping to devise support strategies where needed
- Taking registers and liaising with line managers to support administration of attendance and communication with parents or carers
- Supervising the children during outdoor play so that they may fully participate in activities
- Promoting high standards of quality within the school in respect of the environment, resources and experiences offered to children
- Maintaining friendly and professional relationships with parents/carers about their child/ children
- Support the development of good practice with regards to special needs and inclusion

- Walking children to and from school buildings, adhering to road safety and behaviour policy
- Maintaining a consistent approach to behaviour, following the behaviour policy
- Adhering to all Barrow Hills School policies and procedures
- Ensuring that the after-school area is pleasant, set up and tidied away at the end of each day
- As directed by the Wraparound Care Administrator/Head of EYFS/Head of KS1/Class Teacher/School Leadership Team carry out administrative tasks for wraparound
- Preparing for and running wraparound
- Supervising the children for their time in ASC, ensuring enriching and safe constructive play
- Maintaining accurate attendance records showing which children attend and when they leave, in addition to being responsible for maintaining collection records
- Supporting the provision of food and beverages appropriate to the session, ensuring safe food handling practices are followed.

Health and Safety

- Undertaking a shared responsibility for health and safety and cleanliness through the area of work
- Adhering to all health and safety policies and procedures
- Being fully aware of all emergency and security procedures
- Assisting in the provision of first aid when required

Staff

- Working as part of a team under the day to day supervision of Wraparound Care Administrator
- Developing open and positive working relationships with all staff
- Attending major school events such as INSETS, staff meetings, in-house training, where directed

The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to one of the School's child protection officers.

Person Specification

Essential

- Full and relevant Level 3 Early Years Qualification or equivalent EYFS qualification, as per DfE
- High standards of oral and written English
- Experience of working with children in a child-centred environment
- High levels of personal and professional integrity
- Personal warmth, good rapport with pupils, colleagues and parents
- Good organisational skills
- Basic administration skills
- Appropriate levels of personal presentation

Desirable

- Full Paediatric First Aid and Food Safety certificate (Training will be provided if certificate not held)
- Experience within a School environment