**Hotham Primary School**

**Job Description**

Wraparound Assistant (Pay Scale Point 2)

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

**THE ROLE**

The Wraparound Assistant is a capable individual with responsibility for caring for children and maintaining a high-quality, stimulating learning environment.

They are warm and responsive, working flexibly and effectively as part of a team to ensure the smooth running of the club.

**MAIN DUTIES & RESPONSIBILITIES**

1. To create a safe, welcoming and inclusive environment for all children

2. To be aware of school policies and procedures and ensure these are adhered to

3. To share responsibility for the welfare of all children at the club, following systems to ensure consistent, high-quality care

4. To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies

5. To be reliable and punctual, maintaining staffing ratios at all times

6. To develop genuine bonds with the children and support colleagues to sensitively fulfil their responsibilities

7. To reflect on practice and daily routines, tailoring them to meet the individual needs of each child

8. To contribute to planning and the provision of a stimulating range of age appropriate activities and ensuring the club is well-resourced and creatively setup

9. To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times

10. To be professional and a good role model to the children and other staff members, at all times

11. To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the company

17. To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment

18. To prepare healthy breakfasts or light tea for the children

19. To undertake any other aspects of Club work according to need

This job description is intended to give you an indication of the main duties, but is not meant to be an exhaustive list.

**Hotham Primary School**

**Person Specification**

Wraparound Assistant

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| GCSEs at grades 9 to 4 (A\* to C) including English and Maths  | ✓ |  |
| Excellent literacy and numeracy skills | ✓ |  |
| Satisfactory DBS and safeguarding checks | ✓ |  |
| Food safety certificate |  | ✓ |
| **Experience** |  |  |
| Experience working with or caring for children of an appropriate age | ✓ |  |
| Experience of working successfully as part of a team | ✓ |  |
| **Professional Knowledge, Understanding and Skills** |  |  |
| Understands the role of school staff in supporting pupil wellbeing | ✓ |  |
| Able to lead group activities skilfully  | ✓ |  |
| Understands the principle of Equality of Opportunity | ✓ |  |
| Understands and shows a commitment towards safeguarding, child protection and wellbeing | ✓ |  |
| **Specific Skills and Abilities** |  |  |
| Good ICT knowledge and skills and an ability to use technology to enhance the learning and teaching of all subjects | ✓ |  |
| Basic knowledge of first aid |  |  |
| Basic knowledge of food preparation |  | ✓ |
| Able to communicate effectively (both orally and in writing)  | ✓ |  |
| **Personal Qualities** |  |  |
| Understands the school aims and values, and has a genuine desire to promote these | ✓ |  |
| High expectations of themselves and the children they work with | ✓ |  |
| Good interpersonal skills, with the ability to enthuse and motivate children  | ✓ |  |
| Able to establish and develop close relationships with parents, staff and the community | ✓ |  |
| Has a flexible approach to work and is a proactive team member who shows respect for their colleagues | ✓ |  |
| Able to manage own work load effectively  | ✓ |  |
| Shows an openness and willingness to constantly improve, building upon feedback and demonstrating the drive to be an outstanding practitioner | ✓ |  |