



Job Title: Wrap Around Care Assistant

Pay Grade: H3

Purpose of the Role

As a Wrap Around Care Assistant you will be part of a team who is responsible for supervising pupils on the school premises during the breakfast club session and/or after school club (RASCals). The role is to ensure that the session runs smoothly and effectively and that the safety and welfare of pupils is maintained.

Responsibilities

- Supervise pupils in the room (Ash or redwood) and on the playground using the equipment
- Encourage pupils to eat their food and monitor those who don't, reporting any concerns to the club leader and parents
- Monitor pupils wellbeing and safety and report any concerns to the club leader and parents

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating and activities
- register children in and out of each session
- collect from after school activity clubs
- Clear down at the end of each session, at the end of the day preparing the room for the next morning

Health & Safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feed back concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- Read and follow the schools' Emotional Wellbeing and Positive Behaviour Policy
- Report any incidents of poor behaviour to the club leader
- Use positive reinforcement and phrasing to minimise disruption and harm to pupils
- Make sure children tidy up after themselves, when using play resources/equipment outside
- Follow any directions from the club leader on supporting specific pupils with challenging behaviour



Play

- Organise fun and interesting activities to encourage pupils to play and make use of play outdoor equipment and being active
- Offer educational instruction where needed to help pupils to share play equipment
- Encourage older pupils to help younger pupils
- Help to positively resolve issues between pupils during play activities

Safeguarding

- Make sure pupils remain in sight at all times
- make sure gates are locked at all times
- use the phone to contact admin/ SLT office in an emergency
- Look out for any unidentified visitors on site and follow the school's procedures for approaching/reporting individuals

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

At Prae Wood, we are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.