

RED HILL C. of E. PRIMARY SCHOOL

Midhurst Close, Worcester WR5 2HX

Telephone: 01905 352524

Email: office@redhill.worcs.sch.uk

Website: <http://www.redhillprimaryschool.co.uk/>

Headteacher: Jolanda Simmonds

Deputy Headteacher: Sarah Price



Friendship Love Respect Responsibility Perseverance Hope

At Red Hill C of E Primary School, we look to Jesus as our example in our aspirations for Excellence and Enjoyment in all that we do. We believe that Everyone is unique and Everything is celebrated. *God created you to be amazing (Ephesians 2:10)*

JOB DESCRIPTION

Job Title: Wrap Around Care Assistant – After School Club

Grade: Scale 3 Reporting To: WRAP Manager

Responsible For: Pupils under their care

Main Purposes of Role:

- To help lead afterschool wraparound provision
- To ensure, individually or as part of a team, the welfare and safety of all children within school grounds or buildings at after school club
- To create high quality and varied activities within a safe and caring environment and to provide a high standard of physical, emotional, and social care for the children placed in the club, including those with special needs
- To be responsible for delivery of activities and food within the provision, including dietary needs

Key Accountabilities:

- To help deliver afterschool wraparound provision under the supervision of the Headteacher
- To supervise and care for children at after school club
- To follow safeguarding policies and procedures at all times
- To help to create a welcoming and supportive environment for the pupils attending the club
- To deliver and evaluate a varied programme of high-quality play opportunities in a safe environment
- To be responsible for implementing Safeguarding and Health and Safety policies and procedures
- To lead in the development of independent social skills
- To assist with the setting-up and clearing away of the club, each day
- To assist with the preparation and serving of food as appropriate.
- To undertake duties such as, cleaning, managing club room and toys, reporting any damages and tidying up

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- To liaise with parents to enable the effective operation of the club
 - To administer basic/paediatric first aid where appropriately trained
 - To assist in the specific medical/care needs of pupils when specific training has been undertaken
 - To take care for their own and children's health and safety
 - To support the promotion of positive relationships with parents including communicating effectively with parents and between parents and school staff
 - To ensure confidentiality is maintained where appropriate
 - To set a good example in terms of punctuality, behaviour and attendance
 - To demonstrate and assist in the safe and effective use of specialist equipment/materials
 - To be aware of and comply with policies and procedures relating to child protection, food hygiene, Health & Safety, security, administration and confidentiality, reporting all concerns to an appropriate person
 - To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
 - To support the development of pupils with special educational needs and/or disabilities
 - To contribute to the overall ethos/work/aims of the school
 - To establish constructive relationships and communicate with other agencies/professionals.
 - To participate in training, other learning activities and performance development as required
 - To contribute to the provision of induction training and advice to other staff and volunteers
- General Duties:
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.

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- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy and Safeguarding policy.

Contacts:

In all contacts the postholder will be required to present a good image of the School and the County Council, as well as maintaining constructive relationships.

Internal: Pupils, teachers, school staff, volunteers, children's supervisors

External: Contractors, visitors and parents

The current main duties and responsibilities of this post are outlined in this job description. The list is not exhaustive. The need for flexibility, shared accountability and team working is required. The postholder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Name:

Signature:

Date:

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Person Specification

Criteria	Qualities	Essential / Desirable
Qualifications and training	First aid training (or willingness to complete it)	E
	Relevant Child Care qualification (Level 3 or equivalent)	E
	Knowledge of safeguarding requirements (or willingness to undertake training)	E
Experience	Experience of working with or caring for children of relevant ages	E
	Working and collaborating within a team	E
	Experience of undertaking administrative tasks	D
Skills and knowledge	Ability to use own initiative and act accordingly	E
	Ability to respond quickly and effectively to issues that arise	E
	Effective communication with adults and children	E
	Ability to build effective working relationships with colleagues	E
	Ability to follow instructions from senior team members	E
	Ability to have a firm but fair approach to handling	E

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	behaviour issues in line with the school's policies	
	Ability to manage resources	E
	Ability to maintain confidentiality	E
	Ability to make effective use of ICT	D
	Good communication skills (oral and written)	E
	Knowledge of Early Years Foundation Stage	D
Personal qualities	Commitment to supporting and understanding pupil needs	E
	Uphold and promote the ethos and values of the school	E
	Ability to maintain confidentiality at all times	E
	Commitment to safeguarding, health and safety, equality, diversity and inclusion	E
	Enthusiasm with the children	E

Notes: This job description may be amended at any time in consultation with the postholder.