

## Job Description

Job Title:	Wrap around Care Assistant
Reference:	X
Reports to:	
Responsible for:	No line management
Salary range:	NLW per hour
Contract:	3 Hours a week

Main purpose of the role:	The role will need to support the breakfast club Leader in all aspects of running the provision to include planning, supporting activities, liaising with parents and carers and ensuring good care and safety at all times.	
Main duties:	<ol style="list-style-type: none"> <li>1. Assist with the preparation and delivery of quality play opportunities within a safe and caring environment.</li> <li>2. To provide a safe, stimulating and happy environment for pupils</li> <li>3. Setting up / putting away the play space including moving furniture and play equipment.</li> <li>4. Providing refreshments, ensuring high standards of hygiene, health and safety.</li> <li>5. Administering first aid when necessary.</li> <li>6. To supervise and assists pupils with activities throughout their session</li> <li>7. Liaise with parents at drop off and pick up</li> <li>8. Report any safeguarding concerns</li> <li>9. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.</li> </ol>	
	<b>Essential</b>	<b>Desirable</b>
Experience	<ul style="list-style-type: none"> <li>• Experience of working in a school or in other child related roles.</li> </ul>	<ul style="list-style-type: none"> <li>• Positive behaviour strategy knowledge</li> <li>• Have experience of implementing a variety of de-escalation strategies in challenging situations involving young people.</li> <li>• Experience of supporting pupils/students of differing</li> </ul>

		abilities and backgrounds
Skills	<ul style="list-style-type: none"> <li>• Ability to secure high standards of behaviour by motivating, encouraging and engaging pupils</li> <li>• Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals.</li> <li>• Demonstrable ability to communicate effectively in both oral and written form</li> <li>• Creative and innovative.</li> <li>• Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.</li> <li>• Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents.</li> </ul>	
Qualities	<ul style="list-style-type: none"> <li>• Able to confidently liaise with senior colleagues including in formal settings.</li> <li>• Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.</li> <li>• Personal and professional authority and resilience.</li> <li>• Empathetic, tactful and diplomatic.</li> <li>• Solution focused, working collaboratively and collegially with colleagues and stakeholders.</li> <li>• Excellent inter-personal skills.</li> </ul>	