



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Wrap Around Care Assistant - Level 1

GRADE: Band 3

RESPONSIBLE TO: Wrap around Care Lead/ Headteacher

RESPONSIBLE FOR:

Overall Objectives of the Post:

Under the direction/instruction of senior staff: provide general support to staff and pupils, including preparation and routine maintenance of resources/equipment.

Key Tasks of the Post:

1. *You will provide support for pupils. You will:*

- Support accessing learning activities as directed by the wrap around care lead.
- Encourage the children to eat their meals and to try everything on their plates.
- Check that all children have washed their hands before entering the wrap around care room and, where necessary, help younger children to do so.
- Train children to use the cutlery correctly and to observe table manners.
- Help children who have difficulties eating independently e.g. cutting up meat. Deal immediately with any hazards which could cause an accident in the dining hall.
- Supervise and facilitate the children at play, patrolling the yard / field, after they have left the dining hall and organize/participate in games for children.
- Display commitment to the protection and safeguarding of children.
- Give immediate attention to accidents and administer first aid in line with the First Aid policy.

2. *You will provide support for the wrap around care lead. You will:*

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- Undertake basic record keeping as directed.
- Assist the wrap around care lead with learning activities ensuring health and safety and good behaviour of pupils.
- Provide clerical/administrative support eg photocopying, printing, display, collection and recording of money etc.

3. *You will provide support for the curriculum. You will:*

- Monitor and arrange orderly and secure storage of supplies.
- Maintenance of every day equipment, check for quality/safety.
- Undertake simple repairs and report other damages.
- Operation of every day equipment in accordance with instructions.

4. *You will provide support for the school. You will:*

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Be a champion for the school and follow the staff code of conduct including following guidance regarding the use of social media.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils moving from after school activities to the wrap around care room.

NB: As this is a Voluntary Aided School the Governing Board is your employer

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: HS/CL

Date: 30 August 2019