

JOB DESCRIPTION



Post Title:	Wrap Around Care Assistant
Salary	Scale B
Employed by:	Northampton Free School Trust
Line Manager:	Wrap Around Care Manager
Location:	Wootton Park School
Hours:	07.15 – 09.00am & 15.00- 18.15, Monday to Friday term time plus TTDs

Accountable to the Wrap Around Care Manager for the following key duties:

The Wrap Around Care provision includes a Breakfast Club from 07.30 – 08.30 and an After School Club from 15.30 - 18.00 each school day. This provision is income generated and is not funded by the school budget.

1. School Support
 - To assist the delivery of a safe, stimulating and caring provision appropriate to the developmental needs of the learners.
 - To provide a wide range of play experiences.
 - To assist with the provision of a healthy breakfast and after school snack each day.
 - To assist the WAC Manager with the ordering of groceries for these meals each week.
 - To liaise with the WAC Manager to ensure effective communication with the parents/carers of the learners.
2. Appraisal/Performance Management
 - To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.
3. Health and Safety
 - To ensure that practice is, in all respects consistent with the requirements of Wootton Park School's Health and Safety Policy as well as with any subject specific health and safety guidelines including accurate keeping of registers, first aid, medicines, risk assessments, security and fire regulations.
4. Safeguarding
 - To ensure that all learners are protected from potential harm;
 - To inform the named member of staff of any issues of child protection.
 - To ensure you adhere to the WPS Child Protection Policy and assist the WAC Manager to monitor and review the procedures regularly.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal (in consultation with the postholder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

Requirements	Essential (E) or Desirable (D) requirements	Measured by: Application form (A) or Selection process (S)
Education		
At least 5 A*-C GCSE including English and Maths or equivalent	E	A
NVQ Level 3/ equivalent child care qualification	D	A
work towards one		
Evidence of further professional development	D	A
Experience of		
Working with children under 5 in a learning environment	E	A/S
Working using collaborative partnerships	E	A/S
Behaviours		
Natural communicator; relationship building skills with a range of stakeholders	E	S
Proactive and innovative	E	S
Knowledge and Understanding		
An understanding of effective and engaging learning strategies	E	S
Experience of classroom practice	D	S
An understanding of the SEN Code of Practice	D	A/S
Ability to plan sessions with clear objectives to ensure progression for all	E	A/S
Ability to set consistently high expectations for all children through play activities and independent study	E	A/S
Leadership and Skills		
Excellent ICT skills	E	A
Excellent communication skills, both verbal and written	E	A/S
Attributes		
Committed to the aims of Wootton Park School	E	S
Committed to Equality and Diversity	E	S
Proactive / strong problem solver with the ability to make things happen	E	S