**Nerrols Primary School and Nursery**

**Wrap Around Care Assistant**

**Job Description**

**Main Duties / Responsibilities**

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| **Wrap Around Care Specific** |
| Devise and initiate play opportunities for pupils. |
| Support the children’s care and development after school hours |
| Work as a team to plan weekly activities. |
| Communicate with parents |
| Oversee the children’s tea provision, ensuring food hygiene standards are upheld. |
| **General** |
| Support children’s social and emotional development. |
| Liaise effectively and professionally with staff and parents as required. |
| To promote children’s self-esteem, motivation and set high behaviour standards. |
| To assist with a pupil / pupils who are hurt / have soiled themselves (including the cleaning of bodily fluids) or are feeling unwell, and where necessary and qualified, administer first aid. |
| Ensure that all pupils remain within a safe environment. |
| Comply with the procedures relating to Safeguarding and actively promote the welfare of pupils. |
| Comply with school policies and procedures. |
| Ensure all health and safety standards are maintained at all times and advise the appropriate member of staff responsible for health and safety management of potential risk areas. |
| Attend training as required. |



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**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and training** | * GCSEs at grade C or above in Maths and English. * Commitment to furthering to own professional development. | * Paediatric first aid certificate. * Food hygiene certificate. * Safeguarding certificate. |
| **Experience** | * Experience working with children * Proven experience of matching play opportunities to children’s needs. | * Experience working in a wrap around care provision * Experience of liaison/contact with outside agencies. |
| **Knowledge and skills** | * Able to use initiative * To have the knowledge and understanding to work with children with special educational needs. * To recognise that each pupil has specific needs that are to be nurtured and developed through careful and sensitive support. * To be aware of Child Protection and Safeguarding procedures. * Able to communicate clearly, clarifying, summarising and recording. |  |
| **Specific Skills**  **Supporting the**  **Child** | * Able to communicate clearly and provide positive and constructive feedback. * Able to remain calm and consistent |  |