**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.
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| **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.
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| **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.
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| **Specific Skills** **Supporting the** **Child**  | * Able to communicate clearly and provide positive and constructive feedback.
* Able to remain calm and consistent
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