

BISHOP HOGARTH CATHOLIC EDUCATION TRUST



Job Description

Job Title: Wraparound Assistant

Salary: Band 3 SCP 1

Responsible to: Headteacher

Main Purpose:

To work under the direct instruction of the Headteacher to supervise pupils during the wraparound provision and ensure that problems are resolved or referred to an appropriate level.

This appointment is with the Board of Directors of Bishop Hogarth Catholic Education Trust under the terms of the Catholic Education Service contract signed with the directors as employers.

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TASKS:

- Supervise Pupils as they arrive for their wraparound care following set procedures for recording attendance
- Help prepare and serve snacks
- Ensure that pupils wash their hands before they eat
- Assist with the hall and kitchen following snack service
- Report to the Head Teacher/Senior Supervisor any child whose diet may give rise for concern
- Take charge of groups of children in the hall and supervise activities.
- Devise and initiate constructive play opportunities for children when required
- Ensure that children remain within a safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Attend to minor accidents sustained during the club opening times, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill, and again seek appropriate assistance
- Report to the Head Teacher any acts that constitute serious infringements of school rules
- To maintain the highest standards of confidentiality on all matters concerning the pupils and the business of the school (e.g. ensure child behaviour is not discussed with parents outside of the school)
- Recording of accidents, referral of children who require First Aid to the duty First Aider, maintaining appropriate records
- Recognising when intervention is required and act appropriately

- To liaise with class teachers at the beginning/end of the school day, passing on information about accidents and issues
- Liaise effectively and professionally with staff; teachers and parents, as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

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Bishop Hogarth Catholic Education Trust

PERSON SPECIFICATION: Wraparound Assistant

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Basic skills/Induction	I	D1	First Aid training	AF/C
	E2	Willingness to participate in training and development opportunities	I/R	D2	Child Protection training	AF/C
Experience & Knowledge	E3	Experience of dealing with children of a similar age	AF/I/R	D3	Experience of working in a school environment	AF/R
Skills	E4	Ability to relate well to children and adults	I/R	D4	Relevant knowledge of First Aid	AF
	E5	Good communication skills	I/R	D5	Knowledge of Child Protection	AF/I
	E6	Ability to work effectively as part of a team	I/R	D6	Knowledge of Health & Safety	AF/I
	E7	The ability to organise activities for children, in conjunction with other staff in school	I/R	D7	Equal Opportunities and recognising the nature of the diverse school community	I/R
	E8	The ability to be proactive and ensure that children's play times are safe and happy	AF/I/R			

	E9 E10 E11	Able to use own initiative The ability to manage behaviour of children in a positive and supportive manner An understanding of hygiene and good health	I/R I/R I/R			
Personal Attributes	E12 E13 E14 E15 E21	Friendly, approachable and professional manner Calm approach A commitment to working as part of the whole school team and supporting the ethos, vision and aims of the school Caring attitude towards pupils and parents Suitability to work with children	I/R I/R I/R I/R AF/R/I/D			

Key Stage Identified

AF	Application Form	P	Presentation
C	Certificates	I	Interview
D	Disclousure	R	References

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory pre-employment checks including references and DBS.

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