

St Aidan's Catholic Primary School
"Living and growing in Christ"

Wrap Around Care Assistant
Job Description



Contents

1. Main Purpose
2. Duties and responsibilities Working with staff, parents/carers and relevant professionals
3. Health and safety
4. Child safety and Wellbeing
5. Safeguarding
6. 1:1 SEND Support Responsibilities
7. Intimate Care & Nappy Changing Duties

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the head or line manager. This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change.

1. Main Purpose

The Wrap Around Care Assistant will:

- Promote pupils' independence, self-esteem and social inclusion
- Deliver specific interventions/ games/ crafts both within and outside the after-school club hut.
- Give support to pupils, individually or in groups, so they can access, take part in activities, and experience a sense of achievement.
- Work with individual children to ensure their support plans are met so that after school club can be an inclusive environment for all.

2. Duties and responsibilities

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the wrap around care manager.
- Understand their role in order to be able to work collaboratively with after school club assistants and other colleagues.
- Develop effective professional relationships with colleagues.

3. Health and Safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents
- Undertake supervision of children outside as required.

4. Child Safety & Wellbeing

- Ensuring the safety of children, maintaining a secure environment, and acting as a qualified first aider.
- Activity Planning: Organising and delivering a varied programme of stimulating indoor and outdoor play activities.
- Supervision & Behaviour: Supervising children, promoting positive behaviour, and supporting children's social and emotional development.
- Pastoral Care: Building positive, trusting relationships, and fostering a sense of independence and self-esteem.
- Routine Management: Setting up/clearing away resources, providing healthy snacks, and ensuring high standards of cleanliness.

5. Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Follow school policies and the staff code of conduct.

6. 1:1 SEND Support Responsibilities

- Individual Care Plan Implementation: Delivering tailored support as outlined in the child's Education, Health and Care Plan (EHCP) or Individual Care Plan.
- Activity Adaptation: Proactively differentiating and adapting club activities to ensure the child can participate fully alongside their peers.

- **Social & Emotional Support:** Facilitating social interactions with other children and using preferred communication methods.
- **De-escalation & Wellbeing:** Remaining calm and objective when presented with challenging behaviour or sensory overload.

8. Intimate Care & Nappy Changing Duties

- **Safe & Dignified Care:** Providing intimate care (including nappy changing or assistance with toileting) in a way that respects the child's privacy and dignity.
- **Safeguarding Protocol:** Following the school's Intimate Care Policy, which typically includes notifying a colleague before taking the child to a changing area and ensuring another adult is within earshot.
- **Accurate Recording:** Maintaining private daily logs of every instance of care, noting times, procedures, and any observations for parent handovers.