

Monksmoor Park CE Primary School
Job Description for Wrap Around Care Assistant (Ref 1059)

Main purpose

The Assistant will:

- Assist with day to day activities of the club
- Provide quality play care in line with the schools values and ethos.

Duties and responsibilities

Main duties

- Assisting with planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them classrooms and seeing them safely to parents/carers.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Assisting the setup of the play space including moving furniture and play equipment.
- Developing and maintaining good communication with all members of the club, with schools, and especially with parents.
- Undertaking appropriate and relevant training.
- Keep the environment safe and secure.
- Working within the framework of the school's policies and procedures, and the Early Years Foundation Stage.

Whole-school organisation, strategy and development

- Make a positive contribution to the wider life and ethos of the school
- Demonstrate a passionate commitment to the school, its pupils, staff, parents, carers and community

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Be a learner: listen to others and keep up to date with educational development, strategy and thinking

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Attend and take an active part in school meetings, meetings with external agencies, parents' evenings and open evenings

Personal and professional conduct

- Have proper and professional regard for the policies and practices of the school, and maintain high standards of attendance and punctuality
- Be flexible in order to meet the constantly changing demands of the role
- Show commitment to the Christian ethos and values of the school
- Be positive at all times, be honest and know the staff and pupils

All members of staff are required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that 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 teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.