

*This logo can be deleted and replaced with the School/College Logo*

<b>Department:</b>	
<b>Job Title:</b>	<b>Wraparound Care Assistant</b>
<b>Grade:</b>	5
<b>Post Number:</b>	
<b>Service/Section:</b>	
<b>Base/Location:</b>	Little Bowden Primary School
<b>Responsible To:</b>	<b>Wraparound Care Manager</b>
<b>Responsible For:</b>	<i>See below</i>
<b>Key Relationships/ Liaison with:</b>	Wraparound Care manager, Headteacher and Deputy Headteacher

<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>To assist in the provision of the care, safety and learning of the children.</li> </ul>

<b>Main Duties and Responsibilities</b>	
<b>1.</b>	<ul style="list-style-type: none"> <li>To provide full care for the students using the Breakfast Club and After school club provision, ensuring that they are safe, secure and happy.</li> <li>To liaise with parents and carers to ensure that the welfare and development needs of individual students are met and to encourage parent and carer support.</li> <li>To develop and maintain positive relationships with colleagues by working effectively as a member of the school staff team.</li> <li>To develop and maintain effective working relationships with colleagues from other agencies.</li> <li>To develop inclusion by:             <ul style="list-style-type: none"> <li>o facilitating participation;</li> <li>o helping to build confidence and self-esteem;</li> <li>o promoting a sense of independence;</li> <li>o encouraging and supporting students to reach their full potential.</li> </ul> </li> <li>To ensure equal access for all students to Breakfast Club and Afterschool club opportunities.</li> <li>To require a high standard of behaviour, encouraging students to develop relationships with others and to recognise and deal with their emotions;</li> <li>To establish, develop, monitor and maintain positive relationships with students.</li> </ul>

	<ul style="list-style-type: none"> <li>To administer First Aid, as appropriate (training will be provided).</li> </ul>
2.	<b>Training and development</b> Participation in, contribution to and evaluation of training and development opportunities, including those arising from staff review and development.
3.	<b>Special Instructions</b> To attend all staff meetings and fire drills, as required. To attend training as required. To respect the confidential nature of personal information.

<b>Special Factors</b>	
	<ul style="list-style-type: none"> <li>The nature of the work may involve the jobholder carrying out work outside of normal working hours.</li> <li>The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.</li> <li>This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a <b>DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.</b></li> </ul>

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time at the direction of the Headteacher without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Date Prepared/Revised: May 2024**

<b>Department:</b>	
<b>Job Title:</b>	<b>Childcare and Education Group Assistant</b>
<b>Grade:</b>	<b>5</b>
<b>Post Number:</b>	
<b>Service/Section:</b>	

	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<b><u>Qualifications</u></b>			
NVQ 2 qualification or equivalent.		✓	Doc/Int
<b>Or</b> Demonstrable experience identified within the section below.	✓		Ref/Int
<b><u>Experience</u></b>			
Experience of working with children under five in informal or formal settings	✓		Ref/Int
Experience of working with children in a Primary setting			
<b><u>Knowledge</u></b>			
Knowledge of good practice in under fives care and education.	✓		App/Int
Knowledge of requirements of the Children Act.	✓		App/Int
Knowledge of Ofsted requirements	✓		App/Int
<b><u>Skills and Competencies</u></b>			
Personal organisation.	✓		App/Int
Good communication skills.	✓		Ref/Int
Good team worker.	✓		
<b><u>Other Requirements</u></b>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all duties and tasks	✓		Med

with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010			
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<b>Key:</b> <b>App = Application Form</b> <b>Test = Test</b> <b>Int = Interview</b>	<b>Pre = Presentation</b> <b>Med = Medical Questionnaire</b> <b>Dc = Documentary Evidence (E.g., Certificates)</b>
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<b>Date Prepared/Revised: May 2024</b>
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