



Job Description

Wraparound Care (After School Club Assistant- Hive)

Purpose of job:

To care and provide activities for our children at the end of the day until they are collected by their parents.

Line Manager:

- Wraparound Care Manager

Responsible to:

- The Head
- The Head of Pre-Prep
- The Deputy Heads
- The Governing Body

Other key relationships:

- Parents
- Pupils
- Colleagues

Key responsibilities:

Teaching & Learning

- To care for and nurture our children aged 5 – 13, ensuring their emotional and physical well-being.
- To plan and prepare fun and age-appropriate activities for children.
- To engage our children in play and structured activities that promote creativity, independence and social development.
- Support the promotion of positive behaviour.
- Observe and record any concerns or achievements, sharing information with the Wraparound Manager



Communication

- To treat children, always, in a manner consistent with specific school policies and the broader ethos of the school.
- To liaise with parents at pick up about the child passing on any significant information.

Teamwork

- To work closely with our Wraparound Manager.
- To maintain an appropriate and professional standard of personal appearance and conduct.
- To support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body.
- To participate in in-service training as part of statutory requirements and in line with school needs.
- Be in school during the hours as are necessary to discharge effectively all professional duties.
- To have regard to the health and safety of all children, staff, parents and visitors to the school.
- To safeguard and promote the welfare of all children.
- To have respect for the confidential nature of the post.

Health and Safety

- To prepare basic food for tea and feed the children.
- To follow all dietary requirements children may have.
- To clearly record any injuries or safeguarding issues.
- Be responsible for the well-being of pupils throughout the after school club, making sure children are aware of rules and safety requirements and abide by such rules.
- Be aware and understand normal and emergency procedures at the school
- Log incidents/accidents in line with the school's Health and Safety policy.
- Have regard to the health and safety of all children, staff, parents and visitors to the school.
- Maintain a safe environment where children feel able to share safeguarding concerns.

The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

