

Moorside Community Primary School

Post:	Wrap Around Care Assistant – Breakfast, Afterschool and Holiday Club
Job Title:	Play worker
Grade:	Grade 1B pt 4-5
Location of work:	Moorside Community Primary School
Directly responsible to:	Moorside Plus Childcare Managers
Hours:	<p>Term Time Only (plus opportunity to cover Holiday Club)</p> <p>During Term time – 16.25 hours per week Monday to Friday – 07:30 – 08:45 Monday to Friday – 15:00 – 17:00</p>
Primary purpose of the role:	The Wrap Around Care Assistant, will work under the instruction and guidance of the Moorside Plus Managers. They will work as part of the Wrap Around Care Team, providing high quality childcare.

Main duties and responsibilities/accountabilities

KEY AREAS OF RESPONSIBILITY

- Assist in the day to day organisation of the Wrap Around Care provision, providing high standards of care and play opportunities for children between the ages of 3 - 11 years old.
- Maintain a safe, secure and stimulating play environment, and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.
- Ensuring the safe arrival to and from the club from their classrooms.
- Assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs.
- Work face to face with the children registered in Wrap Around Care.
- Preparing and serving of snack / refreshments for the children ensuring that hygiene, health and safety measures are met.
- Being aware of any allergies that the children attending may have.
- Administering and recording first aid.
- Follow guidelines and procedures for safeguarding, in accordance with the school's policy and procedures.
- In discussion with the Childcare Managers, identify opportunities for improvement in service delivery and implementing and evaluating changes, where required.
- Support all children by promoting positive strategies for unwanted behaviour, in line with the School's Behaviour Policy.
- Ensure that Wrap Around Care offers a high quality, inclusive environment which meets the needs of all children, regardless of social, culture, religion or beliefs.
- Report any safeguarding concerns to the School's Designated Safeguarding Lead (DSL), a Deputy Designated Safeguarding Lead (DDSL) at the earliest opportunity.
- Documentation such as medicine, accident and health and safety forms must be completed accurately and immediately ensuring all such documentation is signed by a parent / carer on the same day.

All School staff are expected to:

- Work towards and support the school vision and the current School objectives outlined in the SDP.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors.
- Support and contribute to the school's drive towards sustainability and environmental education.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Engage actively in the school's performance management process.

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- Adhere to all School policies and the Staff Code of Conduct Policy.
- be actively involved with staff meetings and the review of policies, procedures, self- evaluation and action planning.
- Share pastoral concerns on a need to know basis with other members of staff.
- Liaise with parents where necessary.
- Support members of staff in maintaining firm but fair discipline, where necessary liaising with the EYFS / Key Stage 1 / Key Stage 2 Phase Leaders, the Deputy Headteachers and the Head teacher, before contacting parents.
- All staff are expected to provide positive role-modelling for both the children and other adults.
- At all times, staff must remain professional and maintain professional relationships with parents outside the workplace.

Other Duties

The post holder may be required to perform duties commensurate with this post other than those detailed in the Job Description.

Safeguarding

The postholder must fully understand child protection processes, the need for confidentiality and to ability to liaise with the named child protection officer in school.

The postholder must carry out their duties with full regard of the Salford's Council's Equal Opportunities, Health and Safety and Community Strategy policies.

Please be aware that this post is subject to an Enhanced Disclosure and Barring Service (DBS) check

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. This job description from time to time will be reviewed and the postholder will be consulted at the appropriate time.

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Person Specification / Selection Criteria

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

Experience			
	Essential	Desirable	Source
Experience of working with children from age of 3 years, young people and families in a formal childcare setting.	E		A, I, R
Experience of planning and assessing children's progress in accordance with the EYFS		D	A, I
Experience of working with Ofsted during the inspection process		D	A, I

Training and Qualifications			
	Essential	Desirable	Source
NVQ level 2 in play work /childcare or equivalent teaching assistant qualification	E		A, I, C
NVQ level 3 in play work / childcare or equivalent teaching assistant qualification or willingness to work towards		D	A, I, C
2 GCSE's A-C or equivalent in English Language and Mathematics	E		A, I, C
First Aid Certificate (paediatric) or willingness to undertake		D	A, I, C
Basic Food Hygiene Certificate or equivalent or willingness to undertake	E		A, I, C
NEBS/ILM or equivalent level of experience		D	A, I, C
Evidence of continuing professional development		D	A, I

Knowledge and understanding			
	Essential	Desirable	Source
Knowledge of relevant legislation, current policies and codes of practice	E		A, I
Knowledge and understanding of safeguarding, health, safety and security, risk assessment, confidentiality and data protection	E		A, I
Understanding of child development and learning	E		A, I
Good understanding of Health and Safety	E		A, I

Personal Skills, Abilities and Competencies			
	Essential	Desirable	Source
Ability to communicate with and relate well to children and adults	E		A, I, T
Ability to provide the children with the opportunity to explore a wide range of activities and experiences, develop friendship and have fun	E		A, I, T
Ability to work under supervision and as a team member	E		A, I

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Effective record keeping and report writing skills	E		A, I
Ability to plan activities for the children and to allocate staff to the different roles within the club i.e. craft activity, outdoor games, trips etc	E		A, I
Ability to work in accordance with the school's policies and expectations	E		A, I
Ability to deal with minor injuries	E		A, I
Ability to prepare simple snacks and/or meals	E		A, I
Ability to use IT to keep records and support learning	E		A, I, T
Willingness to undertake further training and promote training to others	E		A, I

A = Application, I = Interview, R = References, T = Task/Observation, P = Presentation, C = Certificate