



Isle of Wight Council Job Description



Identifying Facts

Title of Post: Wrap Around Care Assistant

Directorate: Education

Post No:

Section: Out of Hours

Date: January 2020

Responsible to: Head teacher

Job Purpose

Manage the day-to-day operation of the school's Before and After School club for children ensuring that they are well supervised, and helped to develop personally, socially and emotionally in a safe, caring environment.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with respect, fairness and dignity.
2. Develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
3. Assist the school admin team with the day-to-day running of the provision, ensuring that the service meets the care needs of the children.
4. Assist the school's admin team with the maintenance of accurate records of attendance and registration, and any other service documentation in a secure manner ensuring retrieval of information in a timely fashion.
5. Prepare areas and resources and ensure that equipment and materials are set up at the beginning of the session and cleared away and safely stored at the end of the session.
6. Ensure that the children use the equipment and environment correctly and safely.
7. Work to agreed school quality standards and defined practices and procedures to ensure that the overall team operates in an effective and efficient way.
8. Report any safeguarding or health and safety concerns to the SBM or HT.

*THIS LIST IS NOT EXHAUSTIVE. ALSO UNDERTAKE ANY REASONABLE REQUESTS MADE BY SENIOR LEADERS.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the post holder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the post holder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.

Signed

Name

Date