

### **Job Description: Wrap Around Care Assistants**

Title:	Wrap Around Care Assistant
Accountability:	The post-holder will report to the Wrap Around Care Supervisor / Management Team
Responsibility:	The welfare of the children attending Wrap Around Care - Mighty Oaks.
Location:	Acorn Pre-School & The Mighty Oaks
Hours:	As per job advert.
Salary:	Dependant on qualifications and experience.

#### **Purpose of the job:**

To support the Manager/Deputy in the day to day organisation of the Wrap Around Care. To ensure the smooth running of each session. To ensure high standards of care, safety and well-being of children, their families, visitors and staff in accordance with the statutory requirements of the Early Years legislation.

#### **Main Duties and Responsibilities:**

##### **Childcare**

- Work in partnership with the Wrap Around Care / Management Team to implement a broad, balanced and appropriate activities for children of all ages. Participate and lead activities where needed.
- Be committed to the safeguarding of all children in the setting and to always follow and be knowledgeable for the policies and procedures and work with the Designated Safeguarding Lead and / or Deputy DSL to ensure the safety of all children.
- To be aware of your responsibilities in ensuring policies and procedures are in place to meet the welfare requirements of the Statutory Framework. To ensure these policies are maintained and followed by all staff.
- To maintain a register of children in attendance and assist with collecting children from their classrooms and return to our building.
- To help plan and set up activities for wraparound care and tidying away afterwards. Ensure all children have access to an appropriate range of activities, opportunities and experiences.
- To care for children, offering an appropriate level of support and guidance.
- Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
- Some movement of chairs, table sand resources will be necessary.
- Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during activities, and assisting with changing /toileting / nappy duties.
- To prepare and serve snacks as appropriate.

- To administer first aid as appropriate, document and record as appropriate.
- Maintain paediatric first aid and food hygiene certificate (Level 2).
- To complete and maintain regular safeguarding training.
- To keep confidential any information regarding the children, their families or other staff
- To undertake any other reasonable duties as directed by the Wrap Around Care / Management Team.
- Communicate with parents, informing them of their children's activities.
- Maintain all records ensuring confidentiality and data protection of the children, their families and members of staff.
- Develop professional working relationships with all.
- Attend where necessary regular meetings and training sessions.
- To carry out any other duties which will be seen to enhance the work of the school's services as directed by the Management Team or Committee in accordance with Acorn Pre-School & The Mighty Oaks objectives.

#### **General**

- To work with the Management Team and Committee to support fund raising and attend events.
- Promote and adhere to the Staff Handbook and Code of Conduct.
- Promote equal opportunities for children, families and staff and actively address inequalities in the setting.
- Display high levels of professionalism, respect, enthusiasm, loyalty and motivation.
- Promote the good name of Acorn Pre-School & The Mighty Oaks at all times.
- Work as part of the team, ensuring there is mutual respect and understanding of each other.
- Be committed to the safeguarding of all children in the setting, to always follow our policies and procedures and to role model good practises to ensure the safety of all children, families and staff.
- To support the Management Team and Committee to reach high standards within the framework for Ofsted.
- To maintain confidently regarding children, staff, families and the business.
- To help develop and maintain the ethos of Acorn Pre-School & The Mighty Oaks and create a warm, friendly, caring and professional atmosphere.
- To prepare and serve healthy and well balanced meals/snacks for the children attending, taking care to meet each child's dietary requirements.
- To undertake any other reasonable duties as directed by the Management Team or Committee in accordance with Acorn Pre-School & The Mighty Oaks aims.
- To ensure the continuous provision and management between Acorn Pre-School & The Mighty Oaks sessions.

