The Rainbow Multi Academy Trust
Job Description

Job Title:	Wraparound Care Assistant
Accountable to:	Head, SLT
Salary Band:	A-B
Contract Type:	Fixed term

Main purpose of the job

To assist and supervise individuals and groups of pupils in wraparound care, supporting behaviour choices, activities and play and ensuring the safety of pupils.

Duties and responsibilities:

1. To interact positively and establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.

2. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.

3. To assess, monitor and record (where required) children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and needs of children to their teacher or Head as appropriate.

4. Where appropriate, to be aware of confidential issues linked to home/pupil/teacher and to ensure the confidentiality of such sensitive information.

5. To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the school's First Aid policies and procedures.

6. To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned.

7. To deal with emergencies that may occur in accordance with the school's procedures, and inform a member of the teaching staff/Head in the event of an emergency. To ensure all sickness/accidents are recorded in accordance with the school's procedures.

8. To meet the mobility needs of pupils, assisting in the use of a wheelchair/hoist and ensuring compliance with safe lifting procedures and associated training.

9. To meet the needs of incontinent pupils.

10. To meet the needs of pupils with emotional and behavioural difficulties. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holder's training (e.g. Team Teach) and school policies and procedures.

11. To supervise children in accordance with the school's pupil management, discipline, behaviour and bullying policies. To complete the necessary records with regard to any incidents relating to such policies, in accordance with the policies.

12. To be responsible for monitoring the use of and maintaining an up-to-date inventory of materials and equipment. To monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required (subject to approval).

13. To organise approved group activities, with both indoor and outdoor suitability, and games for children, so as to enhance the development of children's learning and social integration. To remain aware of children with special educational needs, ensuring play activities are appropriate and safe for all children.

14. To carry out administrative tasks associated with all of the above duties.

Professional Duties

- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures.

- To maintain confidentiality of information acquired in the course of undertaking duties and to follow the Trust's GDPR policies and procedures.

- The postholder is responsible for his/her own self-development on a continuous basis.

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

- Have a willingness to travel to undertake training as directed by the Head or Trust Senior Leadership.

- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.

- To attend staff meetings and INSET days as required.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head to carry out appropriate duties within the context of the role.

Person specification

Attributes	Essential	Desirable	How identified
Relevant Experience	• Good standard of practical knowledge, skills and experience of working with children.	• Good standard of practical knowledge, skills and experience of working with children within a primary classroom environment or similar at different key stages or within different departments.	• Application form. • Interview.
Education & Training	• Qualified to GCSE level C or above (or equivalent qualification) in literacy and numeracy.	• SEND • Behaviour Management • Trauma Informed School/emotion coaching trained and knowledge of PACE approach. • Basic First Aid Certificate.	• Application form. • Interview.
Special Knowledge & Skills	• Organisational skills. • Good communication skills.	• Knowledge of a range of issues relevant to education and child development • Basic IT skills • TIS and PACE	• Application form. • Interview.
Any Additional Factors	• Able to prioritise between different demands. • Able to work to deadlines. • Self-motivated, and able to work in a team. • An interest in children and education. • Patient and friendly approach. • Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. • When working in the Trust's Church schools, displays the ability to fully uphold the Christian ethos and values of the school		• Application form. • Interview.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and

will be reviewed as need arises and following consultation with you, may be changed to reflect changes in the job requirements.