

# Pilgrims Pre-Preparatory School



## Job Description – Wrap Around Play & Care Assistant

**Pilgrims Pre-Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

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| <b>Job Title:</b>      | Wrap Around Care & Play Assistant                                    |
| <b>Location:</b>       | Pilgrims Pre-Preparatory School<br>Brickhill Drive, Bedford MK41 7QZ |
| <b>Reporting Line:</b> | Wrap Around Care & Play Manager<br>Deputy Headteacher                |
| <b>Hours:</b>          | 8am-9am and/or 12pm-1.30pm and/or<br>3.30pm-6pm.                     |
| <b>Salary:</b>         | £8.91 per hour   |

### Main duties and responsibilities:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact. Be aware of and comply with policies and procedures relating to Safeguarding and child protection, health and safety, security and confidentiality. Report all concerns to an appropriate person

- Make the children's experiences happy and exciting and their memories positive.
- Ensure familiarity and compliance with the Schools Out of Hours policy.
- Ensure that the school aims and values are reinforced and adhered to by all

#### **Planning, Supervision and Participation of Club Activities**

1. Inspire and motivate the children attending Out of Hours care and actively involve their ideas and interest in games and activities.
2. Support the Wrap Around Care and Play Manager in planning and implementing ideas and setting up equipment for the children each morning and/or evening.
3. Encourage the children to broaden their experiences, to try new things to develop further interests and build their confidence.
4. Work with groups of children, joining in and actively supporting them with their activities and during play both inside and outside
5. Share responsibility for the well-being and discipline of the children attending Out of Hours care in line with school policies and expectations.



6. Further promote the development of the children's personal, social, and emotional skills in all areas of the provision.

### **Communication**

7. Encourage and foster close relationships with children and their parents. Encourage good communication between home and Out of Hours care by providing opportunities to parents to pass on any relevant information in the morning (drop off) and/or feedback at the end of the day (pick up).

### **Welfare, Health and Safety of the children:**

8. Ensure the children are supervised at all times.
9. Provide additional support and assistance to those children with Special Educational Needs including behaviour support. Ensure familiarity of all relevant supporting documents. Seek advised from colleagues where necessary to further understanding.
10. Assist with the organisation of breakfast and/or lunchtime and/or tea including:
  - Setting up and putting away play activities both inside and outside
  - Cleaning tables, ensuring the dining rooms is tidy
11. Attend to the health, welfare and safety of the children at all times, including when in external play areas, toileting and cleaning incontinent or sick children.
12. Attend to the physical welfare of the children dealing with their health requirements as necessary, subject to training and instruction provided. This may include dressing minor wounds or assisting with asthmatic inhalers. To maintain formal records of all medical treatment, subject to suitable training and instruction being provided.
13. Assist in the preparation and serving of snacks and drinks in line with relevant food hygiene standards. Ensure correct foods are given to those children with special dietary requirements.

### **Professional development**

14. Attend INSET days, staff and briefing meetings and participate in training sessions as appropriate.
15. Actively participate in the Performance Review cycle by completing the relevant forms and attending performance review meetings.

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16. Take an interest in all areas of the children’s play and be prepared to further extend knowledge by attending relevant training.

**17. Other duties**

You may also be required to undertake such other comparable duties as the school requires from time to time.