JOB DESCRIPTION
AND
PERSON SPECIFICATION

Wrap Around Care Assistant

Grade:	
Responsible to:	Stay & Play Co-ordinator
Direct Reports:	Headteacher
Indirect Reports:	
Job Description Issue Date:	November 2026
Postholder Name:	
Postholder Signature:	

Purpose of the Role

- To assist with the day-to-day organisation and running of the After School Club.

General Responsibilities

- Be familiar with and support the Trust's Vision, Values and Goals.
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection.
- Embrace and celebrate diversity, ensuring equal opportunities for all.
- Contribute to the overall aims of the Trust.
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Specific Responsibilities

The information below presents an overview of the main aspects of the role. It is not exhaustive and maybe subject to alteration according to the needs of the school.

- To help support the Wrap-Around After School provision.
- To ensure the health and safety of children, control access to other parts of the school, ensure you understand the action to be taken in case of fire or lockdown.
- To recognise the quality of Wrap-Around Care has an impact on learning and on pupils' attitude to school.
- To help set up the environment and activities with the team to ensure quality standards are agreed and met.
- To help keep a register of children attending and to carry out all administrative duties in accordance with the role.
- To undertake routine activities with either individuals or small groups of pupils to facilitate their physical, emotional and educational development.
- Providing feedback about pupils as required.
- To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
- To establish good relationships with children, interact positively, encouraging cooperation and mutual support; monitor children's well-being and provide help and support where necessary.
- To help set up and clear away tables, chairs,etc.
- To contribute to the overall ethos, work and aims of the school.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To attend relevant meetings and training as required.

Notes

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.

Person Specification - After School Club Assistant

Education and Qualifications	Essential	Desirable
Maths & English GCSE at C or above/Grade 4	✔	
A Teaching Assistant Qualification or equivalent		✔
Hold, or willing to complete a Paediatric First Aid Certificate.		✔
Knowledge and Experience		
Previous experience of supervising children		✔
Knowledge and understanding of managing the behaviour of children		✔
Staying calm under pressure.	✔	
Committed to CPD, relevant to the role		✔
Professional Skills		
Appropriate IT and keyboard skills (relevant to role)		✔
Proven ability to work under pressure	✔	
Good interpersonal skills with the ability to communicate effectively with a broad range of audiences	✔	
Good written and oral communication skills	✔	
Ability to work on own initiative with a proactive, balanced approach	✔	
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.	✔	
Personal Qualities		
Self-motivated, with a ‘can do’ approach to problem solving	✔	
Ability to learn quickly and effectively	✔	

Reliable, enthusiastic, committed	✔	
Ability to form and maintain appropriate professional relationships	✔	
Have a willingness to demonstrate commitment to the values and behaviours which flow from the Elliot Foundation ethos	✔	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✔	
Ability and willingness to visit academies and other sites as appropriate		✔
Must be able to meet the physical demands of the role	✔	