



Job Description 2025

Job Title: Wraparound Care Assistant

Accountable to: Heads of Section, Deputy Heads, Head

Role: The responsibilities and duties of the Wraparound Care Assistant are as follows:

AREAS OF RESPONSIBILITY AND KEY TASKS

Pastoral

1. Gain knowledge of all children attending, in order to identify their personal, emotional and physical needs
2. Encourage good manners, cooperation and behaviour for all children
3. Notify Heads of Section of incidents and concerns regarding children
4. Abide by all Health and Safety procedures and report any concerns regarding Health and Safety immediately to the Head and/or Deputy Heads
5. Abide by the school's Safeguarding Policy and procedures and report any concerns regarding safeguarding immediately to the DSL

Supervision

1. Provide support for individual pupils to enable them to participate fully in activities
2. Greet pupils in the morning and then plan activities for them to take part in
3. Maintain a pupil register
4. Follow established procedures for dismissing pupils after Tea club to parents or carers, ensuring that alternative arrangements for going home are checked
5. Following Morning Care, ensure all pupils are delivered safely to their classrooms

Administrative duties

1. Prepare activities to be undertaken by the pupils attending Morning Supervision and Tea Club
2. Maintain a calm and safe environment
3. Maintain all equipment used for wraparound care supervision
4. Supervise pupils using washrooms as appropriate
5. Check washrooms for potential hazards and adequate supplies
6. Assist in setting up the dining area, serving the food and clearing away after the children have eaten
7. Undertake other duties from time to time as directed by senior members of staff
8. Ensure that correct procedures for registering pupils are followed

Standards and quality assurance

1. Support the aims and ethos of the school at all times
2. Make sure you are aware of the staff code of conduct
3. Ensure high standards of hygiene particularly in relation to the preparation, serving and clearing of food
4. Report all matters relating to health and safety

This job description will be reviewed annually and may be subject to amendment at any time by the Head, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Hurlingham School in relation to the post holder's professional responsibilities and duties.