

Role Profile: Teaching & Wrap Assistant

Hours: 8.15am – 6.00pm Mon-Fri (term-time – 37 weeks)
8:30am – 5:30pm (holidays – 7 weeks)

Holidays: Easter x2 Weeks
Christmas x 2 weeks
May HT x 1 week
Elective x 3 weeks outside of term

Purpose

Overall to assist in the educational and social development of pupils, under the direction and guidance of the class teacher.

To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

To work under the instruction/guidance of teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

Work may be carried out in the classrooms or outside the main teaching area.

Support the policies and aims of the school and ensure the good social, emotional and physical development of every child.

Overall to assist in the care and social development of pupils, under the direction and guidance of the wrap manager from 3.00pm – 6.00pm term time, 8.30am – 6.00pm outside of term:

The role forms a central part of the work of the After School Club and they will work closely with other support staff to contribute positively to providing safe, creative and stimulating play activities to meet the needs of children aged between 3 and 11 years of age.

Work may be carried out in the classrooms or outside the main school buildings.

Key Accountabilities (6-8 max)

Teaching and Learning

1. To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported;
2. To supervise and provide particular support for pupils, ensuring their safety and access to learning activities;
3. Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on their own by, for example: clarifying and explaining instructions; ensuring the child is able to use equipment and materials provided; assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation; helping children to concentrate on and finish work set; meeting physical needs as required whilst encouraging independence; assisting with the implementation of Individual Education Plans/Behaviour Plans and Personal Care programmes; developing appropriate resources to support the children;
4. Assist class teachers with the maintaining of records/assessments.

Wrap

1. Providing a safe, stimulating and happy environment for pupils.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<p>Ability to assist children on an individual basis, in small groups and during whole class work.</p> <p>Clearly explain tasks and foster children’s independence.</p> <p>Successfully supervise children, modelling defined behaviour management policies.</p> <p>Ability to work with guidance, but under limited supervision.</p> <p>Liaise and communicate effectively with others.</p> <p>Demonstrate good organisational skills.</p> <p>The ability to work independently and collaboratively as a member of a team.</p> <p>Creativity in problem solving together with a</p>	<p>Can suggest alternative ways of helping children who are unable to understand.</p> <p>Can describe, simply, the process of behaviour management with children.</p> <p>Knowledge of National Curriculum EYFS, Key Stages 1 and 2.</p>

	willingness to take on or try new approaches and ideas.	
Qualifications	Good basic education to GCSE level in literacy and numeracy, or the equivalent.	A relevant qualification in Childcare and/or Education, and a First Aid qualification.
Experience	Experience of working with young children. Knowledge of the needs of young children. An understanding of child development and the ways in which children learn. Knowledge of positive behaviour management strategies. Knowledge of safeguarding children.	Experience of working with young children in play schemes, crèches, after-school clubs or similar. Experience of working in the Independent sector. Knowledge of how to monitor, record and make basic assessments about individual progress.
Other	Love of working with young children and will recognise early childhood as a vitally important time for a child's development. A positive attitude towards professional development and their own learning. Reliability and integrity, good personal organisation and a good attendance record	

Key Stakeholders:

Internal – Headteacher, Staff, Students, Cognita

External - Parents

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: