



## **Extended Schools Leader Job Description & Person Specification**

**Responsible to:** Headteacher

**Salary:** Scale 5 points 22 -25, (£18,135 to £19,640) Pro Rata

**Hours:** Initially 11.15am – 6.15pm Monday to Friday. 32.5hrs per week. Please note this is subject to change within the hours of the school day. Additional hours may also be available.

Please note this is term time only.

### **Main purpose of Role:**

- To provide safe, high quality play and learning opportunities for children. Be responsible for the day-to-day organisation and operation of the club.

### **Responsibilities:**

- The post holder is responsible to their line manager and to the Headteacher for his/her duties, responsibilities and tasks.
- The post holder will adhere to the school's values and vision; abiding by the agreed policies and procedures to ensure provision is of the highest quality
- The post holder undertakes support for the teachers of the children within the school and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Headteacher.
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- The post holder will be responsible for the pastoral care and safeguarding of the children within their session, class or groups, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.

### **Summary of Duties:**

- Liaise with outside agencies and providers to develop a programme of provision for children during after school care seeking out best value and varied opportunities
- Create wide and varied timetables of differing activities for after school provision
- Build relationships with the wider community to enable children to access a broad range of activities
- Communicate effectively with parents, families and children to determine needs and preferences
- Be responsible for providing high quality activities, ensuring that the staff are properly deployed and offer appropriate stimulation and support to the children.
- Provide safe, creative, appropriate play opportunities, preparing and organising the activities programme.
- Manage and lead a team of after school staff within a friendly and supportive atmosphere.
- Liaise and maintain good communication with the school office staff to ensure the smooth running of the club; ensure that cover is in place if staff members are absent.
- Provide full care for the children including maintaining a register of children attending the club, following up any unexpected absences and the safe delivery to parents and/or named carers.
- Undertake shopping for and provision of food supplies for the club, working within our school Food Policy.



- Ensure that the after school provision is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively.
- Ensure records are properly maintained e.g. register, policies, accident and incident book
- Order and purchase materials and equipment, working within an agreed budget seeking best value at all times
- Liaise with parents/carers, informing them about the club and its activities, exchanging information about the children's progress and encouraging parental involvement.
- Ensure that all legal and statutory requirements are implemented, and provide reports as required.
- Contribute to, update and implement all club policies and procedures working in sympathy with existing school policies.
- Attend meetings as appropriate
- Carry out all responsibilities and activities within an equal opportunities framework
- Work within agreed policies and practices, including behaviour management, child protection, equal opportunities and Health & Safety

#### **Day-to-Day responsibilities**

- Lead and manage staff team, ensuring activities are appropriate, stimulating and fun
- Complete any admin related tasks as necessary for the after school club and wider school e.g. photocopying, typing, filing, printing, finance related, administer coursework etc.
- Register all pupils entering after school care and sign them out when they leave
- Know all the children's whereabouts at all times
- Create and develop a stimulating environment for all children from Reception to Year 6
- Supervise and extend children's play and creativity
- Provide opportunities for children to continue learning outside the classroom
- Develop an understanding of all the pupils who use the after school care facility
- Build and maintain successful and supportive relationships with the pupils, treat them consistently and with respect
- Promote independence, resilience and responsibility
- Know individual children's medical and dietary needs, acting accordingly
- Provide the children with a snack at the end of school
- Liaise with kitchen staff to provide a meal between 4.30 and 5.00pm, promoting a family atmosphere by setting the table and sitting with the children while they eat
- Ensure that the children's property is stored safely and that they take the correct belongings home
- Clear and tidy the areas used in and outside the school
- Clear and clean the areas of the kitchen used for preparing food
- Support school policies and procedures, including those relating to confidentiality, child protection, missing child, child not collected
- Give basic first aid to minor injuries



## Person Specification:

Essential	Desirable
<p><b>Skills, aptitude, knowledge and experience</b></p> <ul style="list-style-type: none"><li>• Previous experience of working with children aged 4-11 in a voluntary or paid capacity</li><li>• Experience as a Teaching Assistant or Learning Support Assistant within a Primary school or Early Years setting</li><li>• Experience within an office setting or environment; familiar with using IT as a tool and knowledge of filing, record keeping and customer service</li><li>• Knowledge of the Statutory Framework for the Early Years Foundation Stage and the National Curriculum</li><li>• Excellent written and oral skills for report writing, maintaining child records and providing feedback to parents/carers and colleagues</li><li>• Confident and competent IT skills; using Office to create documents.</li><li>• Use of IT equipment and technology – cameras, iPads, visualisers, video, photocopier.</li><li>• Leadership skills - Experience of managing staff, including involvement in induction, supervision, and appraisals</li><li>• Ability to develop a programme of age suitable activities for children within a childcare, play or educational environment.</li><li>• Experience of managing an out of school club and team of staff</li><li>• Understanding of child development and the role of play and other activities</li><li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li><li>• Understanding of the principles of staff supervision</li><li>• Understanding of the relevance of childcare legislation</li><li>• Understanding of health and safety and welfare issues within a childcare environment</li></ul>	<ul style="list-style-type: none"><li>• First Aid certification – paediatric preferred</li></ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"><li>• The vision and drive to make After School Care fun and safe for all children involved</li><li>• Dedication and commitment to making a difference to children's lives.</li><li>• A commitment to the provision of high quality childcare</li><li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li><li>• Excellent organisational, record keeping and planning skills</li><li>• Punctuality and reliability</li><li>• Communication skills with a particular emphasis on oral skills together with personal qualities of enthusiasm, good humour, determination and resilience</li></ul>	<ul style="list-style-type: none"><li>• Flexibility – occasionally working hours might be changed, e.g. Parents' Evening, special events, etc</li><li>• Able to work as a member, as well as a leader, of a team</li><li>• Passionate about the care, learning and development of young children</li></ul>



<ul style="list-style-type: none"><li>• Patience and resilience</li><li>• Honesty and trustworthiness</li><li>• A positive approach to inclusive practice, with children and colleagues</li><li>• Enthusiasm for working with children</li></ul>	
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Completion of a full and relevant early years and childcare or TA/LSA qualification at Level 2 or above (e.g. Level 2 or 3 Diploma for the Children &amp; Young People's Workforce, Level 2 or 3 NVQ) or equivalent and relevant experience, knowledge and skills</li><li>• Level 1 Safeguarding as a minimum</li><li>• A positive approach to gaining further qualifications</li><li>• Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li></ul>	<ul style="list-style-type: none"><li>• Food Handling certification</li><li>• Paediatric or other First Aid certificate</li><li>• Completion of other relevant courses</li><li>• Completion of a recognised Level 3 Educational qualification, or be working towards completion</li><li>• GCSEs or equivalent in Maths and English</li><li>• Further education, e.g. ND, HND or degree</li><li>• Health &amp; Safety certificate</li></ul>

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

*This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.*