

Leeds City Council

Job Description

School

Job Title	Extended Services Level 1
Grade	A1
Conditions Of service	NJC
Responsible To	Headteacher / Teacher / Manager
Responsible For	None

Special Conditions: This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Role: To provide care and supervision for pupils out of school hours. To assist the team in the delivery of age and need appropriate activities. There is a requirement to work outside of school hours and on occasion off school premises (as required by the school).

Responsibilities

Ensure that all the equipment required for the session is set up before receiving pupils such as, putting the tables and activities out

Prepare food, such as clean and chop fruit, make toast or other simple snacks as directed

Supporting pupils while they eat snacks/meals cutting up food for pupils and making sure tables are clean and that water is available

Ensure the health and safety of children in your care at all times, such as know who has gone to the toilet and ensure any potential dangers such as spillages are cleaned up etc.

Ensure standards for healthy eating and table manners are maintained

Lead the children in the establishment of suitable games/activities, ensuring the inclusion of all pupils

Report accidents to the manager and complete an accident form if necessary

To treat all information relating to families as confidential

Ensure that school behaviour management policies are implemented

Support the work of other extended services workers

Support induction and training of new staff as required by the manager

Respond to duty delegation as required by the manager

Record inappropriate pupil behaviour and convey serious incidents to the manager

Ensure that all equipment is cleaned and stored away, as necessary at the end of the session

Assist the manager to collect monies from parents/carers, check money collected complete records and lock away

To participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.

Be aware of and comply with school policies and procedures e.g., child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

Be responsible for safeguarding children and promoting their welfare and following child protection procedures. Safeguarding is everyone's responsibility.

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications: N/A

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Ability to relate well to children and adults

Ability to work constructively as part of a team

Ability to maintain a safe, calm, and happy approach

Basic Numeracy skills

Knowledge Required

Basic childcare and health and safety knowledge

Participate in development and training opportunities

Experience Required

Of working with or caring for children of relevant age

Behavioural & other Characteristics required

Committed to continuous improvement.

Able to understand and observe the schools and Leeds City Council Equal Opportunities Policy.

Able to carry out all duties having regard to an employee's responsibility under Health and Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development.

DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Skills Required

N/A

Knowledge Required

Appropriate knowledge of first aid

Experience Required

N/A

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

Name	Designation	Date
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Confirmation of Job Evaluation Undertaken	JE Ref: 736	Date
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