

**JOB DESCRIPTION**

<b>JOB TITLE</b>	Extended Schools Assistant
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	Robsack Wood Primary Academy
<b>RESPONSIBLE TO</b>	Executive Principal
<b>MAIN PURPOSE OF THE JOB</b>	To work effectively as part of the Academy team, providing a stimulating and caring environment for children.
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>1</b>	To plan, prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable each child to progress in their learning. To supervise pupils as instructed.
<b>2</b>	To implement activities for all children and for key groups which encourage linguistic and social interaction between the children and their parents/carers.
<b>3</b>	To support the Extended Schools Team in evaluation of children's learning and progress
<b>4</b>	To attend all staff briefing and CPD opportunities, including INSET days, and any other meetings as appropriate
<b>5</b>	To help ensure that the Academy meets health and safety plus hygiene requirements and to report any issues to a senior member of staff.
<b>6</b>	To be aware of and comply with the Child Protection Policy, Confidentiality Procedures, Safeguarding Procedures and all other policies
<b>7</b>	To keep up to date with developments in education through regular training as appropriate.
<b>8</b>	To maintain records and documentation that comply with statutory requirements, and to support class teachers with the completion of such documents.
<b>9</b>	To ensure that everyone is treated as individuals with respect and full consideration, in line with the Equal Opportunities Policy.
<b>10</b>	To take responsibility for a key area within the Academy and to support the displays ensuring the environment is high quality for children.
<b>11</b>	To uphold effective behaviour management strategies, in line with the Academy policy.
<b>12</b>	To establish positive, professional relationships with pupils, based on mutual respect.
<b>13</b>	To undertake playground supervision when required.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These

may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

**Date: 26.06.2018**

**Additional Information**

- This post is subject to an Enhanced DBS Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

**University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

**Person Specification**

<b>ACADEMY</b>	<b>Robsack Wood Primary Academy</b>
<b>JOB TITLE</b>	Extended Schools Assistant
<b>GRADE</b>	Single Status Grade 2

**Knowledge and Experience**

- 1.1 GCSE A-C passes in English and Maths or equivalent.
- 1.2 A good understanding of children’s development, their learning and how the curriculum works.

**Skills and Abilities**

- 2.1 Ability to follow instructions or work on own initiative as necessary
- 2.2 Ability to demonstrate active listening skills and communicate effectively with pupils, parents, carers and other professionals
- 2.3 Ability to keep accurate records
- 2.4 Ability to implement high health and safety standards and implement all Academy policies
- 2.5 Ability to work effectively as part of a team
- 2.6 Ability to establish positive relationships with children.
- 2.7 To possess ICT skills for own use and with the children.
- 2.8 Ability to maintain confidentiality on all Academy matters.
- 2.9 Ability to empathise with the needs of children and their families

**Personal Qualities**

- 3.1 A commitment to giving children and families the opportunity to reach their full potential.
- 3.2 A commitment to Equal Opportunities and Inclusion.
- 3.3 Willingness to participate in further training and developmental opportunities offered by the Academy and county, to further knowledge.
- 3.4 A commitment to continuing professional development.
- 3.5 A commitment to own presentational skills.
- 3.6 To be able to work under pressure and manage own timekeeping well.

**Desirable Criteria**

- 4.1 NVQ 3 in Childcare and Education or relevant equivalent.

- 4.2 Experience of working in an educational setting, including with children with a range of special educational needs
- 4.3 Evidence of further recent and relevant training or qualifications