

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Early Birds Assistant	Location	Wroughton Academies
Salary	Scale C, points 3-4 £24,796 - £25,185 (actual £4,914 - £4,991)	Hours	8.75 hours, 38 weeks. 07:15 - 09:00, Monday - Friday
Department	Support Staff	Reports To	Assistant Headteacher of Personal Development

JOB PURPOSE:

To support parents with before school provision, through ensuring their children are supervised and engaged in a range of activities.

The successful candidate will work within policies and procedures of Wroughton Academies, a member of Creative Education Trust.

KEY RESPONSIBILITIES AND DUTIES:

- Provide safe, creative, appropriate activities to engage children before school.
- Be aware of and implement Health and Safety procedures, such as registration, medical procedures, safeguarding, and wellbeing of children.
- Undertake appropriate training and guidance including food hygiene certificate.
- Plan and take responsibility for activities to support children between the hours stated.
- Ensure children have a nutritious breakfast during their time in the club.
- Be available and committed to supporting children in before school provision.
- Meet and greet parents.
- Registration of children on arrival.
- Ensure children transition smoothly from the before school club to classes, providing adequate supervision at all times.
- Work effectively with a wide range of pupils with a range of needs.
- Communicate well with stakeholders, including parents, children, and staff.
- Work under the direction and supervision of the before school club leader, seeking support where needed.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

JOB REQUIREMENTS:

	Essential	Desirable
QUALIFICATIONS	• Good numeracy/literacy skills (Level 2 or equivalent).	• First Aid Training. • Basic Food Hygiene Certificate. • Level 2 or 3 Teaching Assistant.
EXPERIENCE	• Experience of working with children within an educational setting.	• Experience of working in an educational setting across two key stages.

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	• Experience of working with limited supervision during before or after-school activities.	
KNOWLEDGE AND UNDERSTANDING	• Ability to relate well to children and adults. • Work constructively as part of a team, understanding roles and responsibilities and your own position within these.	• Demonstrate an absolute commitment to CPD in the last 12 months.
SKILLS AND PERSONAL ATTRIBUTES	• Confident and efficient in managing behaviour. • Focused on ensuring all children are safe and well cared for. • Ability to relate to young people and adults in an empathetic manner. • Demonstrable experience of building effective relationships. • Demonstrates resilience, motivation, and commitment to achieving excellence. • Ability to respond swiftly and effectively to the unexpected. • Excellent communication skills.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

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Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

