

JOB DESCRIPTION

POSITION: Extended Day Support Worker

GRADE: SC4 (NJC point 8-11)

HOURS: 12.5 (3:45-5:45pm)

RESPONSIBLE TO: Extended Day Coordinator, Business Manager and Headteacher

PURPOSE OF THE POST

To work as part of the Extended Day team under the direction of the Extended Day Coordinator and assist in the day-to-day running of the Extended Day provision. To provide a safe, high-quality educational, recreational and childcare programme, offering exciting opportunities to children in accordance with the school ethos, standards and vision.

The postholder is required to be flexible in their approach to work, with a positive attitude and will be expected to support and cover for colleagues as needed.

Duties and responsibilities will include, but are not limited to, those outlined in this job description. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

MAIN RESPONSIBILITIES

1. Supports Extended Day Coordinator in identifying children and young people's needs, planning programmes and organising activities, and taking part in the day-to-day administration of the provision.
2. To assist the programmes of activities that support the school's improvement plan and children's learning and development, including homework clubs and after school hours.
3. Provides general supervision when required.
4. To carry out administrative duties as directed by the Extended Day Coordinator
5. Working within the policies of the school especially those concerned with Equal Opportunities, Child Protection and Health and Safety.
6. Meeting any other requirements of the school, as appropriate.
7. To liaise with the Children's Centre in regard to the childcare provision.
8. Assists with the design, planning and implementation of creative recreational programmes for children.

DUTIES

The Extended Day Support Worker will be responsible for:

1. Assisting with the development, planning and implementing of an integrated education, leisure, play and childcare programme which reflects the school's priorities and which is exciting, challenging, creative and responsive and offers choices to the children.
2. Assist the Extended Day Coordinator the extended schools / childcare team, which may include: instructors and visiting tutors, other school staff and volunteers.
3. Ensuring that service is delivered according to appropriate professional standards and to Ofsted requirements and that evidence of quality is properly documented.
4. Ensuring that all staff maintain professional boundaries in relationships with children and young people.
5. Developing and sustaining positive relationships with the whole school community, including other staff, parents, carers, volunteers and other relevant agencies.
6. Exercising a general duty of care in accordance with the Health and Safety Policy and legislation, ensuring that a safe and secure environment exists in the designated area.
7. To be able to administer First Aid, if and when necessary.
8. To familiarise and be confident in following the Child Protection procedures of the school and alerting the Headteacher or SMT of any concerns.
9. Using ICT, to input and extract information as required, in performing the above mentioned duties.
10. To carry out such other minor and/or non-recurring duties, appropriate to the post, as may be directed.

Other

11. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
12. To carry out other minor and/or non-recruiting duties, appropriate to the post as may be directed.
13. Carry out duties and responsibilities in accordance with Ambler's Health and Safety Policy and relevant Health and Safety legislation.
14. At all times carrying out responsibilities/duties within the framework of Ambler's Equal Opportunities Policy.

PERSON SPECIFICATION

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ESSENTIAL CRITERIA

EDUCATION AND EXPERIENCE SKILLS, KNOWLEDGE AND ABILITIES	E1.	Demonstrate levels of numeracy and literacy equivalent to GCSE grade
	E2.	Experience of working effectively with primary school aged children (either paid or unpaid capacity) preferably in and education, childcare or play setting
	E3.	Hold an appropriate NVQ Level 3 qualification or equivalent, or willing to work towards NVQ Level 3
	E4.	Ability to assist with delivering a broad programme of exciting and creative activities e.g. sport, art, literacy, numeracy, music, drama etc. (Optional: evidence of specialism in a particular area of activity)
	E5.	Ability to support children with their homework
	E6.	An understanding of the learning, play and developmental needs of the children, and how out of school activities can support children's educational attainment and achievement
	E7.	Ability to form and maintain appropriate professional relationships and boundaries with children and families
	E8.	Ability to work constructively and flexibly as part of a team
	E9.	To be a model of good practice in all areas but especially in regard to management and supervision of pupils in activities
	E10.	Ability to ensure that children are effectively supervised both in and out of school in line with the school's behaviour policy
	E11.	Ability to communicate effectively with a range of people
	E12.	Ability to work effectively with parents and all other members of the school community
	E13.	Ability to deal with sensitive information in a confidential manner
	E14.	Understanding of First Aid procedures
	E15.	Understanding of and commitment to deliver services within the school policies and procedures, including health and safety, child protection and equal opportunities