

A CHURCH OF ENGLAND MULTI-ACADEMY TRUST  
DEDICATED TO TRANSFORMING CHILDREN'S LIVES



Canon Peter Hall Church of England Primary School  
**Extended Provision Co-ordinator**





# Extended Provision

## Co-Ordinator (Fixed term)

### SALARY

Grade 4 points 9 - 12 £25,183 - £26,409 FTE  
£12,426.44 - £13,031.40 (Pro Rata)

### HOURS

21.25 Hours per week  
39 weeks per year (Term time plus inset days)

### START DATE

January 2025 – December 2025

### LOCATION

Canon Peter Hall Church of England Primary School

### APPLICATION DEADLINE

Monday 2<sup>nd</sup> December 2024 (noon)

### INTERVIEWS

W/C Monday 9<sup>th</sup> December 2024 (TBC)

For an informal discussion about the role, or to arrange a visit,  
please contact Canon Peter Hall Church of England Primary School  
on [enquiries@canonpeterhall.laat.co.uk](mailto:enquiries@canonpeterhall.laat.co.uk) or on 01469 510300

Please go to [My Trust Careers](#) to apply



## Welcome from the CEO of The Trust – LAAT

### Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.

Is now the time to find out more about us and to join our **community of Excellence, Exploration and Encouragement?** To change lives with us, for the better .





Jackie Waters-Dewhurst  
Chief Executive Officer

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.





## What our Colleagues say about us...



'I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues'

"SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family' 'The Christian values of our school are lived out by stakeholders' 'As much is done as possible to support mental health and work / life balance"

'Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else'

'Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust' 'Our links to our community, the children and parents. The support from the trust with curriculum'

'I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support'

'The sense of shared purpose to make changes for children to improve their life chances'

## You are the God who sees me (Genesis 16:13)

### We see you and believe you deserve the very best

- We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.
- We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.
- We also offer apprenticeships within the Trust that support career pathways for Teaching Assistants, provide opportunities for Wellbeing Champions and enhance digital skills.
- All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.
- Our focus on Growth and Development rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.
- All colleagues have access to;
  - Over 70 online courses to support development
  - 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
  - Free of charge counselling sessions
  - Free of charge physiotherapy
  - Personalised wellbeing coaching
  - Virtual GP - Accessible by smart phone, or computer with same day appointments





# About Canon Peter Hall Church of England Primary School



The Canon Peter Hall Church of England School is part of the Lincoln Anglican Academy Trust (LAAT). LAAT is a multi-academy trust formed by the Diocese of Lincoln. We are a growing and thriving family of schools who are dedicated to providing an excellent education for pupils across Lincolnshire. We place a strong emphasis on continued development. The relationship with the Trust brings great strength to all schools and enhances CPD opportunities for all staff.

Our children benefit from enrichment experiences that prepare them for “the world of work” enabling them to know they can achieve anything on their life journey.

Children enjoy opportunities to work as scientists, geographers, historians and artists, approaching each subject through the “lens” of the profession.

We are proud to work with a dedicated team of local businesses, who also recognise the value of our stakeholders, work closely with the children to teach them about the challenges, skills and rewards associated with business and the world of work.



## Job Description

The successful candidate will coordinate the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will involve day to day line management of a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

### Key Tasks and Responsibilities

Plan and deliver age-appropriate activities and experiences to support pupils' development.

Brief other extended provision staff so they're aware of how the activities will run and ensure that appropriate resources are available.

Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate.

Help organise play and art activities, reading and homework support.

Establish good relationships with children; interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.

Manage stock of resources necessary to carry out planned activities.

Promote the importance of the extended provision and its impact on learning and on pupils' attitude towards school.

Anticipate pupils needs and take the lead on actions to support them.

Maintain a register of children attending, reporting any attendance concerns as appropriate

Record details of incidents in line with the school's reporting procedures.

Feedback concerns relating to pupils' health and safety to a senior member of staff.

Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met.

Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits).

Co-ordinate and offer support with setting up and putting away all equipment safely.

Follow any directions from class teachers on supporting specific pupils with challenging behaviour or additional needs and ensure others do the same.

Manage and support other extended provision staff, setting clear expectations for the requirements of their role.

Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.

Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

Perform, in accordance with any directions, which may reasonably be given to you by your Line Manager or Headteacher from time to time, such particular duties as may reasonably be assigned

### Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

**The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.**





# Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

## Training/Qualifications/Experience

	Essential	Desirable
5 O level/GCSE's (English & Mathematics at grade C or above or equivalent)	*	
Other relevant qualifications.		*
Experience of working within a Primary School	*	
Recent experience of working with children of relevant age and contributing to learning and development	*	
NVQ in supporting teaching and learning		*
Previous experience of working in a similar environment	*	
Experience in line management and leading/supporting others	*	

## Professional knowledge and understanding

Relevant policies, codes of practice and legislation	*	
Understanding and knowledge of the support required for pupils of differing ages and abilities	*	
Experience and knowledge of implementing effective behaviour management strategies	*	
Basic knowledge of First Aid	*	
Ability to use appropriate judgement to seek and clarify detail where appropriate and escalate issues when necessary	*	

## Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance (Trust will obtain)	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

### Personal and Professional Skills and Attributes

Have effective oral and written communication skills	*	
Ability to form effective professional relationships including team working	*	
Have good organisational and time management skills	*	
Have sound ICT skills and the ability to apply this as required	*	
Develop their knowledge through the evaluation of their own learning needs	*	
Be able to work independently	*	
Remain calm under pressure and be able to adapt to change quickly	*	
Empathy with the mission and vision of the Church of England and the Diocese of Lincoln	*	

### Approach to work - Candidates should

Have flexibility to changing demands as needed	*	
Prioritise as required to meet the demands of the role	*	
Have attention to detail	*	

### Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

### Other – Candidates should:

Be a positive role model	*	
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## THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



BE PART OF SOMETHING BIGGER

# Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

**Transparency** – we will treat you with respect, honesty, and fairness.

**Protecting your privacy** – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

**Showcasing talent** – we'll provide a good opportunity for you to share your skills, experience, and potential.

**Feedback** – we will provide constructive feedback professionally.

**Listening** – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process

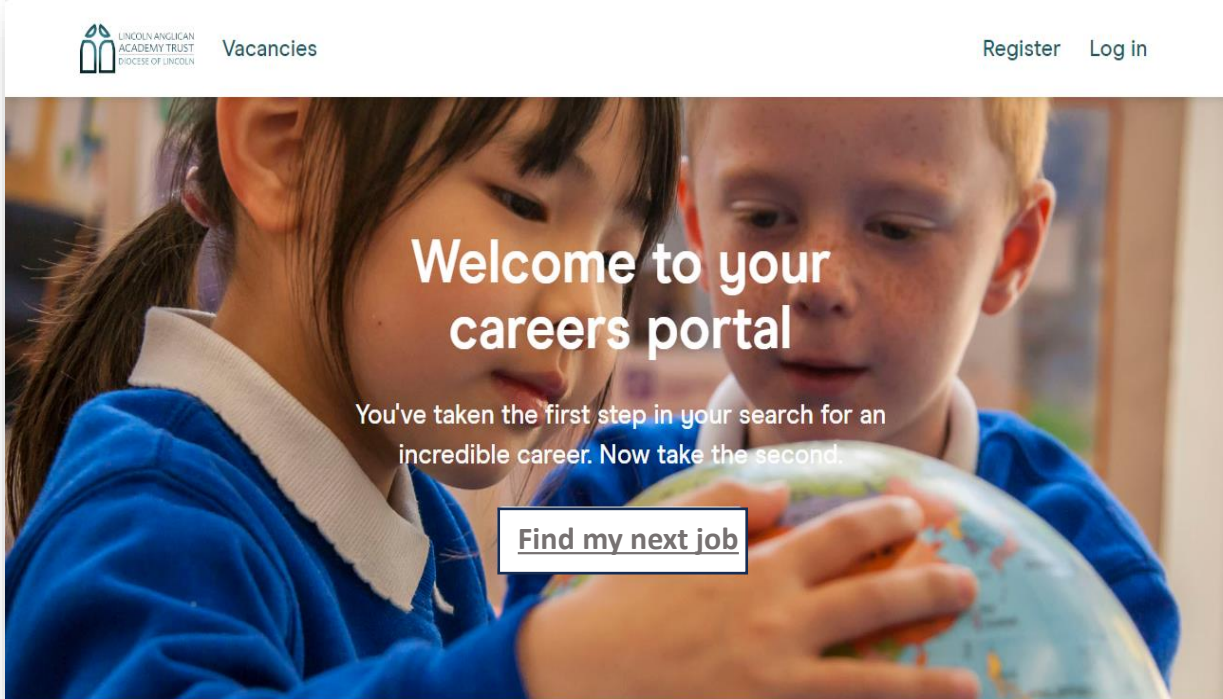
Please see link to our privacy notice for prospective candidates:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) and create an account.

**In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.**



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