



JOB DESCRIPTION

Job title: Extended Schools Assistant

Grade: Scale 2 (In the Range Points 4-5)

Purpose: To assist the Extended Schools Supervisor, acting as part of a team, to supervise children in before and/or after school wraparound care.
 To organise and provide suitable activities and supervise snacks/meals as appropriate.
 To implement the school’s policies, procedures and practices within the Extended Schools provision in line with the agreed principles of the Extended Schools ethos.

Reports to: Extended Schools Supervisor

Liaison with: Extended Schools Supervisor, Headteacher, Teachers/LSA’s, Catering and Caretaking Staff, Pupils and Parents

<p>Principal Accountabilities</p>	<ul style="list-style-type: none"> • To maintain the safety, welfare and good conduct of the pupils during Extended Schools sessions.
<p>Duties</p>	<ul style="list-style-type: none"> • To prepare and supervise meals/snacks as required, assisting children with eating their meal if applicable. • To clear tables when meals are finished and clear up any associated spillages. • To maintain registers. • Prepare, organise and supervise a range of suitable activities. • Where applicable support pupils to complete homework. • Maintain resources and tidy areas at the end of each session. • Promote good behaviour at all times in line with the schools behaviour policy. • To administer basic first aid as required. • To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed. • To provide pastoral care, guidance and routine advice to pupils as appropriate. • Ensure appropriate transition of pupils to school/parents/ carers at the end of the clubs. • To alert Club Co-ordinator and/or the Headteacher of any concerns regarding an individual child or group of children • To support the Extended Schools Supervisor in suitably equipping the Extended Schools provision in order to provide a stimulating environment for the children and implement policies and procedures within the Extended Schools provision. • Ensure that high standards are maintained with regards to how the provision runs and showing how the resources (staff,

	<p>premises, equipment) are used to ensure the needs of the children are met.</p> <ul style="list-style-type: none"> • Together with the Extended Schools Supervisor, ensure accurate food safety records are kept and regulations adhered to. • Assist the Extended Schools Supervisor in maintaining a register of children’s dietary requirements and allergens and ensure dietary needs are met. • To assist the Extended Schools Supervisor in providing stock take/food orders to the school office in a timely manner. • To deal with any immediate problems or emergencies arising according to the school’s policies and procedures. • To report back to the Headteacher using the school’s agreed referral procedures on the behaviour of pupils during the Extended Schools provision, or any other issues that may be relevant. • To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities. • The post holder will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors and all members of the school community.
<p>General</p>	<ul style="list-style-type: none"> • To attend relevant training and meetings as required. • To respect confidentiality at all times. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Extended Schools Assistant: Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Working with or caring for children
	Knowledge of relevant policies and procedures	Knowledge of First Aid Level 2 Food Hygiene Certificate <i>Training re. first aid and food hygiene can be provided.</i>
	Literacy	Basic reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use basic equipment e.g. photocopier, video
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with children and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of games and activities which support learning
	Child Development	Understanding of the way in which games and activities can help children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety

	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role