



Job Title:	Extended Schools Team Leader
Pay Scale:	GLPC Scale 3/4 (points 5 -10) Fringe Scale PS5
Reports to:	Extended Schools Manager
Responsible for:	Playworkers
Main purpose of the post: To assist the extended schools' manager in the development, organisation and day to day running of the club. Supervising a small team to ensure that the breakfast and after school club provides a high quality, safe and stimulating play setting for children; securing their safety, monitoring well-being and ensuring good behaviour in line with the Club's policy.	
Employment Duties: This job description is to be carried out in accordance with agreed school policies and the provisions of the employee contract.	
Key Tasks and Activities: <ul style="list-style-type: none"> ● Be responsible for the Safeguarding of all children according to the Safeguarding and Child Protection Policies. ● Lead a small team to ensure the provision offers a safe and stimulating play environment in which children are able to play freely and that all activities are delivered in accordance with and adhere to school and club policies and procedures. ● To lead the day to day running of extended schools when the Manager and Assistant Manager are not available. ● To assist with the planning, preparing and delivery of high quality activities, which meet children's individual developmental needs. ● Lead and assist children in activities and games whilst encouraging good behaviour in accordance with school and club policies. Ensure other members of staff are undertaking this to a good standard. ● Take responsibility for the Health and Safety, Accident Prevention and smooth running of emergency procedures for both children and other members of staff. ● Take responsibility for following the Club's registration and departure procedures. ● Set with the setting out and clearing up of club equipment. ● To be responsible for the preparation of healthy and nutritious breakfast and tea time food items ensuring allergen and food hygiene guidelines are adhered to. ● Maintain a professional relationship with staff, parents/carers and pupils. ● To have good levels of concentration and remain focused in all situations. ● Interact with the children in imaginative play and games. ● Attend training courses as required. ● Work within the Trust policies. ● To adhere to the club's confidentiality policy. ● To administer and record first aid as appropriate with relevant training. ● To carry out some light domestic duties. ● To ensure the club operates in line with Ofsted guidelines 	

General Information:	
Equality of Opportunity	<ul style="list-style-type: none"> As a member of Trust staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> To treat all information acquired through employment, both formally and informally, in strict confidence. To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> Any other duties as reasonably required by any manager of the school. Participating in the ongoing development, implementation and monitoring of the school development plan. Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.

Person Specification	E: Essential	How
	D: Desirable	assessed
Qualifications		
GNVQ level 3 or equivalent in a relevant subject or be willing to undertake.	E	App/Doc
Able to demonstrate competency to an equivalent to level	E	App/Doc/Ref
Basic Food Hygiene Certificate or be willing to undertake	E	App/Doc
Paediatric First Aid Trained or be willing to undertake	E	App/Doc
Safeguarding training or be willing to undertake	E	App/Doc
Experience		
Previous experience of working with children of primary school age.	E	App/Int/Ref
Experience of dealing with a wide range of people and working in a team.	E	App/Int/Ref
Proven ability to work on own initiative and under supervision.	E	App/Int/Ref
Practical experience of delivering a range of suitable activities and an understanding of the importance of creating a fun approach to inspiring children's play.	E	App/Int/Ref
Knowledge		
Knowledge of policies and procedures needed to maintain a safe and successful play setting or be willing to learn these.	E	App/Int/Ref
Knowledge of Ofsted regulations and other quality indicators or be willing to learn these.	E	App/Int/Doc/Ref
Knowledge and understanding of the differing needs and abilities of primary age children.	E	App/Int/Doc/Ref
Knowledge of effective behaviour management strategies.		D App/Int/Doc/Ref

Skills/Attributes			
Good written and verbal communication skills appropriate to build and form good relationships with children, parents/carers and colleagues.	E		App/Int/Ref
Ability to self-evaluate learning needs and actively seek learning opportunities.		D	Int/Ref
Ability to relate well to children and adults.	E		Int/Ref/App
Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these.	E		App/Int/Ref
Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities	E		App/Int/Ref
Ability to demonstrate an organised and flexible approach to work.	E		
Be punctual and have a good attendance record.	E		App/Int/Doc/Ref
General Circumstances			
A commitment to safeguarding and promoting the welfare of our children	E		App/Int
Desire to enhance and develop skills through CPD.	E		
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	E		App/Int