

Extra Time Leader Application Pack

**January 2025**



**Deputy Headteacher**

Dear Applicants

Welcome and thanks for your interest in our school. We are looking for the right person to lead a new chapter in our successful Before and After School Club provision, a person who is fully committed to all aspects of safeguarding and child protection.

We need someone who will enjoy the challenge of planning for and delivering activities for a wider range of children. Someone who will relish the chance to offer a homely, welcoming space for children at the beginning and end of the day. And finally someone who cares and will build strong relationships with our children so that they look forward to coming to school each day!

It is a really exciting time in the journey of our school, as we continue to grow from a 1 form entry school to a 2 form entry. The number of children accessing the provision is rising and as a result, the successful applicant will be in charge of a team of at least 3 other staff members. So a love of team working will be important in this role.

From this process we are looking for someone who has the child at the heart of all they do. We have a have a socially diverse intake and so our team need to be skilled in understanding that the life of every child is different and as a result their need will be too. After school club should be a safe, calm and fun place to be.

The right candidate is someone who is creative, adaptable and with a passion for children’s right to achieve their individual goals. Someone who is emotionally intelligent and is able to promote that in the staff they work with.

We would welcome those interested to come and have a look at the setting. To make a 1-1 appointment please contact my Business Manager d.hillerby@fieldheadcarr.leeds.sch.uk or contact us on 0113 2930226.

We look forward to receiving your applications.

Best wishes

Mrs J Murphy

Head Teacher

**What the post entails:**

7.30-9am (1hr 30 minutes daily)

2.30-6.00pm (3hrs 30 minutes daily

Term time hours: 25 hours per week

+ 15 Training days/School holidays per annum 8.45am –3.15pm

**Role of Extra Time Leader- Job Description**

Salary Scale C1/C3– Points 12-22

Actual pro-rata £16,935, - £19,956)

This document lays out the fine detail of the job role of Extra Time Leader (ETL)

**Conduct**

* ETL to maintain a calm professional manner when dealing with children, parents and staff
* ETL to maintain levels of professional integrity and confidentiality when dealing with children and families information
* ETL is to take consideration of Data Protection protocols to ensure Extra Time data is appropriately managed
* ETL is to follow safeguarding protocols to ensure school practice is consistent for children and families- DSL will support in planning for staff training, managing disclosures and planning for actions to support children and families

**Staffing**

* ETL to allocate tasks effectively to ensure care and workload are completed in a timely manner
* Staffing is to be organised by ETL for all weekly sessions and holidays. This must take into account of staff request for leave. Where support is needed ETL must let HT know in good time to allow for support to be organised. Termly staff rota to be provided to HT, DHT and School Office by ETL
* Holiday staffing is to be planned by ETL and confirmed with HT two weeks in advance of each holiday. Where difficulty arises in filling staffing ETL must let HT know in good time to allow for support to be organised.
* A supply list will be provided to the EHT at the beginning of every academic year- staff willing to cover ad hoc sessions. Supply at L2 and L3 will be provided to ETL
* All holiday requests from Extra Time staff must be made more than 14 days in advance of the event. EHT is responsible for organising cover for the holiday. In the case that holiday cover cannot be provided, the leadership reserve the right to refuse the holiday and request the staff member to take the holiday entitlement another time
* ETL will lead a monthly meeting with staff to share key info and training- date TBC annually by ETL. Those staff working as TA’s in school will be released to attend these meetings
* ETL will maintain a training log for the team to ensure that statutory training deadlines are not missed for core staff. HT will close Extra Time to allow for staff to attend whole school training for First Aid, Safeguarding etc
* ETL will liaise with DHT re: performance management of Extra Time staff team
* HT will lead on the Performance management of the ETL
* ETL will be responsible for modelling good professional conduct and challenging poor performance in the team. With Support of DHT, performance of staff will be reviewed, training needs identified and underperformance or poor conduct challenged
* Support and training will be provided by school for ETL to undertake the above roles and discussion re: training needs should be proactively planned for by ETL

**Activities**

* ETL to plan for sessions and upload planning onto the school server weekly
* ETL to work with Extra Time team to resource and deliver daily activities
* Display board to be used to celebrate termly learning from Extra Time
* ETL to produce Half termly overview timetable to allow parents to see which activities are being delivered daily
* Holiday brochure to be prepared half term in advance to allow for advertising and sharing with parents
* Trips to be booked in good time and Evolve competed to allow for HT sign off
* Termly audit of resources to be completed to ensure that all toys and equipment are fit for purpose- can be delegated to a named member of the Extra Time team
* ETL to manage a resourcing budget for replacement toys and incidental resources- £100 per term. Orders to be checked with HT before ordering
* ETL to review termly planning to ensure that the needs of all age groups are being met in Extra Time- refine and develop planning and activities to maximise the skills of the team and deliver high quality provision for the children

**Food**

* ETL to delegate the responsibility of cooking and cleaning up to 1 member of the team daily
* ETL to monitor the Food Hygiene training certificates for all ETL staff to ensure that every staff member is trained and that training deadlines are not missed
* ETL to check food hygiene logs weekly to ensure staff are completing them accurately and that Hygiene standards are being maintained
* Food order to be completed by ETL in good time to provide balanced and nutritious options for the children

**Data and record keeping**

* ETL to maintain accurate records of children attendance- to allow for accurate billing and projected staffing
* ETL to ensure dietary, medical and wellbeing considerations are known to staff and regularly reviewed
* ETL to model and develop in the staff, professional integrity and confidentiality when dealing with children and families personal information
* ETL to maintain correct phone numbers for HT, DHT, Inclusions Team, Caretaker and Safeguarding Team, to allow for efficient communication with appropriate staff during non-school hours
* Support to be requested proactively where issues or concerns arise- ETL to see HT or DHT for support

**Health and Safety**

* ETL to complete Fire Safety numbers sheet daily
* ETL to maintain and accurate medical and dietary needs sheet for the children in Extra Time- with support from the office to share information
* ETL to liaise with HT and DHT to ensure regular Safeguarding update information to Extra Time meetings- in line with Staff meeting practice
* ETL to spot check staff to ensure they understand procedures for : Fire alarms, Evacuation, Invacuation, Lock Down, First Aid Emergency, Safeguarding disclosure

**Closing date for applications:**

**13.01.25**

**Interviews wc 20th Jan**

*Interviews will be undertaken in person on site at Fieldhead Carr Primary School. We welcome any pre application emails to ask any questions about our school.*

*To arrange this, or for an application pack, please contact the School Business Manager, via email d.hillerby@fieldheadcarr.leeds.sch.uk*

*All applications to be returned to Debbie Hillerby*

More information can be found on our website: <https://www.fieldheadcarr.leeds.sch.uk/>

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential Requirements’ indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under ‘Desirable Requirements’ are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

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| SKILLS | **Ess** | **Des** |
| High level of written, oral and communication skills | \* |  |
| Ability to communicate effectively orally and in writing to a range of audiences | \* |  |
| High level of organisational and planning skills | \* |  |
| Work effectively as part of a team, relating well to colleagues, pupils and parents  | \* |  |
| Ability to demonstrate a commitment to equality of opportunity for all pupils | \* |  |
| Ability to investigate, solve problems and make decisions | \* |  |
| Management of people and resources | \* |  |
| Able to use own initiative and motivate others | \* |  |
| Ability to demonstrate a good level ICT skills in personal and educational situations eg: accessing school communication, ordering online shopping order etc | \* |  |
| Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them  | \* |  |
| Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure | \* |  |
| Commitment to an involvement in extra-curricular activities.  |  | \* |
| Evidence of sharing in and contributing to the corporate life of the school.  |  | \* |

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| **KNOWLEDGE/PROFESSIONAL DEVELOPMENT** | Ess | Des |
| Willingness to engaging in continuing professional development in support of the role | \* |  |
| Take responsibility for their own professional development |  | \* |
| Effective use of ICT to support access to child initiated learning in After School Club (iPads, Laptops etc) | \* |  |
| Plan for sessions to take into account a wide range o0f ability levels and interests. | \* |  |
| Undertake to have a full working knowledge of relevant polices/codes of practice/legislation through school policies and National documents | \* |  |
| With support from SENDCo Understanding of the implications of the Code of Practice for Special Educational Needs for teaching and learning |  | \* |

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| LEADERSHIP | Ess | Des |
| As the lead professional in the Extra Time show an ability to advise and support other staff | \* |  |
| Establish clear expectations and constructive working relationships in your own classroom through team working and mutual support; devolving responsibilities and delegating tasks where appropriate | \* |  |
| Plan, allocate, support and evaluate work undertaken by other staff in the classroom | \* |  |
| Lead professional development through example and support |  | \* |

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| OTHER CONDITIONS | Ess | Des |
| **Lead Trips as part of Extra Time Holiday clubs** | \* |  |

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| DISPOSITION AND ATTITUDE | Ess | Des |
| Positive and optimistic attitude towards School Improvement and Inclusion  | \* |  |
| Open-minded and receptive to new ideas, approaches and challenges  | \* |  |
| Places high priority on effective team working and works easily and comfortably in a team environment | \* |  |
| Commitment to an involvement in extra-curricular activities.  |  | \* |
| Evidence of sharing in and contributing to the corporate life of the school.  |  | \* |