

JOB DESCRIPTION

POST TITLE:	Extended School Support
JOB FAMILY:	Auxiliary Support Services
GRADE / BAND:	Grade C (SCP 3-4)
RESPONSIBLE TO:	Academy Leadership team
DIRECT REPORTS:	None
ROLE PURPOSE:	To assist in the day-to-day operation of the Extended School Club, complying with relevant legislation, the day care standards and the school's policies and procedures. To be responsible for the wellbeing of children whose care has been entrusted to the Extended Schools Club.

MAIN DUTIES AND RESPONSIBILITIES

Main Accountabilities

1. To work with the Principal to plan and deliver a suitable programme of activities to cater for children's educational, social, emotional, recreational and welfare needs, ensuring that the child's welfare as an individual and as a member of a group is paramount at all times.
2. To report to the Principal, or other senior member of staff if you suspect a child is suffering from abuse, maintaining confidentiality at all times, as per Academy Safeguarding processes.
3. To fully liaise with parents/carers at the beginning and end of the day where necessary.
4. To ensure that the Extended Schools area is clean and tidy throughout the periods of operation and that all equipment is maintained to a high standard. To report any Health & Safety issues to the Principal.
5. To assist with the preparation of food and to supervise at meal times and to assist with personal care/toilet needs.
6. To report immediately any incidents of theft, fire, accident or misbehaviour as necessary.
7. To comply with the requirements of the Data Protection Regulations and ensure confidentiality is maintained.
8. Undertake such other duties as may be reasonably requested by the relevant managers.
9. To ensure all safeguarding procedures are followed at all times and when the children are entering and leaving the club.

PERSON SPECIFICATION

Description	Essential / Desirable (E/D)	Evidence method
Qualifications/Education		
English and Maths at GCSE A*-C or equivalent	E	AF/C
Experience		
	E	AF/I
Knowledge		
Have an awareness of food and hygiene safety	D	AF/I
Skills/Abilities		
Empathic, calm and caring nature	E	AF/I
Enthusiastic and creative	E	AF/I
Team player	E	AF/I
Ability to keep accurate records	E	AF/I
Other		
Understanding of, and ability to comply with the requirements of safeguarding/Child Protection	E	I
Ability to work flexibly outside normal hours if necessary	D	I/T

GENERAL OBLIGATIONS

- Promoting and complying with EMAT's policies holistically including (but not limited to) Safeguarding, GDPR, Code of Conduct and Health and Safety both in the delivery of services and the treatment of others.
- Complying with and promoting equality legislation to advocate inclusion, diversity and equality. Taking steps to eliminate unlawful discrimination and behaviour, to advance equality of opportunity and foster good relations.
- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post.
- All staff must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff to maintain data quality and security. Therefore, when inputting, updating and using EMAT information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on EMAT's website.
- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Trust policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.

MODELLING OUR VALUES AND STRENGTHENING OUR CULTURE

Our vision is to ensure that all of our children and young people are prepared to learn for life by equipping them with the skills, experiences, and a high-quality education, empowering and motivating them to achieve their full potential now and in the future. This is underpinned by our aim to be the Educator and Employer of choice across all areas that we serve through our values of Empower, Motivate, Aspire and Transform

We model our values day to day to create an environment where all successful People within EMAT demonstrate the attributes, behaviours and outcomes that are needed in order to achieve the Trusts vision. Our actions are consistent with the seven principles of public life.

For our pupils, by ensuring all our children and young people are prepared to learn for life by equipping them with the skills, experiences, and quality first education, empowering and motivating them to achieve their full potential now and in the future.

For our People, by ensuring that at all levels of the organisation, without exception, we are committed to challenging ourselves and each other in the pursuit of professional standards, excellence and making EMAT an outstanding place to work and belong.

Our behaviours will be embedded in leadership and development training, recruitment and selection, promotion, development programmes and appraisal/PDR.

Our Cultural Expectations are:

1. Concern for People
2. Providing Opportunity to others and assisting in Self Development
3. Creating a culture of empowerment, motivation, achievement and transformation
4. Encouraging Team effort
5. Maintaining fairness, honesty and integrity
6. Having open, consistent and regular communication with each other
7. Encouraging Community and Inclusion
8. Encouraging Creativity
9. Being committed to Quality and Efficiency
10. Remaining attentive to our commercial needs
11. Dedication to improvement
12. Building EMAT on a basis of Need

NOTES

This job description records the principal responsibilities of the job at the date shown. The job description will be reviewed periodically through Job Evaluation and Professional Development Reviews (PDR), in conjunction with the workforce Establishment, organisational Structures and Organisational Design (OD).

Reasonable adjustments, Flexible Working and Equality considerations are in line with the Equality Act 2010.
 Key:

AF/E	Eligibility (this will be checked by the recruitment team)
AF	Application Form
C	Certificate

T	Test
I	Interview

Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage AF/E, may not be considered for short-listing.

Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application stage (AF), may not be shortlisted.

All essential criteria above will also be discussed within EMATs – Professional Development Review (PDR) meetings.

The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in Professional Development Review (PDR) meetings.

A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to disability related absence/maternity related absence in line with current guidelines and equality legislation.

As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment in relation to the cultural expectations.

For more information on our cultural ethos please visit our website: <https://www.eastern-mat.co.uk/>