

Leeds City Council

Job Description

School

Job Title	Extended Services Level 4
Grade	C1
Conditions Of service	NJC
Responsible To	Headteacher
Responsible For	Extended services staffing

Special Conditions: This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: The post holder will be responsible for planning and preparing a programme of activities, managing, and leading a team of staff and taking responsibility for all relevant paperwork and administration. They will develop, implement, and review the policies procedures and practices within the provision. The post holder will also take a lead role in the promotion of the club in the local area.

Responsibilities:

Planning a wide variety of activities, for both the short and long term, to stimulate and support children's intellectual, emotional, physical, social, language and play development.

Ensuring the club is appropriately resourced (including provision of food) identifying equipment needs and working within an identified budget.

Deploying the time and skills of adults in order to offer each child the attention, stimulus and support that will ensure opportunities for continuity and progression in play.

Ensuring that all activities reflect positively the linguistic, religious, and cultural diversity of the community.

Ensuring the National standards for Day Care and Out of School Clubs are adhered to and preparing for OFSTED inspections. Planning for and implementing any actions from inspections and ensuring compliance with legislation.

Listening to, encouraging, enabling, stimulating the children, and ensuring their safe keeping.

Ensuring the provision of good quality, nutritious and attractive food for the children prepared according to set standards of hygiene.

Administering, monitoring, and evaluating the number of places being used in order to maintain sustainability and the efficient running of the club.

Acting as the Child Protection Co-ordinator working with other professionals including the school, Education Leeds, and external agencies, in the identification and monitoring of child abuse and the management of the appropriate care programmes ensuring that the Leeds guidelines for Child Protection are adhered to.

Ensuring Health and Safety Procedures are implemented to ensure a safe environment for children and adults using the service, including first aid, food hygiene and general maintenance.

Providing induction for new staff members, and the supervision and performance management of staff members.

Responsibility for the financial management of the service, e.g., budget setting, the collection of fees, invoicing and maintaining records.

Ensuring that the financial regulations are adhered to.

Where appropriate, liaising with local schools and colleges regarding student placements.

Responsibility for own professional development.

Ensuring that any information relating to children, their families, Governors, and staff which are learnt as part of the job is kept confidential.

Working closely with the school and prepare reports that will assist in the children's smooth transition into school.

Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school.

Organising and participating in interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments.

Actively promoting and supporting policies on Equal Opportunities and to ensure the Service functions in an anti-oppressive and non-discriminatory manner.

Responsibility for the securing of the building and resources.

Responsibility for a group of children during any building evacuation.

To participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.

Be aware of and comply with school policies and procedures e.g., child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

Be responsible for safeguarding children and promoting their welfare and following child protection procedures. Safeguarding is everyone's responsibility.

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications: NVQ Level 3 or equivalent in Child Care or appropriate subject is essential. Appropriate first aid training and a Food hygiene certificate is desirable.

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Planning and implementation of creative activities for children.

Good communication skills.

Ability to relate well to children and adults.

Ability to work constructively as part of a team, understanding service roles and responsibilities and your own position within these.

Good standard of literacy and numeracy skills.

Knowledge Required

Understanding of Health and Safety issues.

Awareness of Child Protection issues.

Understanding of behaviour management issues and strategies.

Understanding of and commitment to the provision of high-quality childcare.

Understanding of financial regulations budget setting and control.

Experience Required

Experience working with children of the relevant age.

Experience of staff supervision.

Experience of working in a childcare or play work setting.

Experience of working with pupils with additional needs.

Behavioural & other Characteristics required

Committed to continuous improvement.

Able to understand and observe the schools and Leeds City Council Equal Opportunities Policy.

Able to carry out all duties having regard to an employee's responsibility under Health and Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development.

DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Skills Required

Ability to identify your own training needs.

Knowledge Required

Computer literate.

Experience Required

Experience of working across a variety of childcare settings.

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

Name	Designation	Date
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Confirmation of Job Evaluation Undertaken	JE Ref: 739	Date
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