



Extended Services Education Assistant

To support the Extended Services Deputy Lead in the provision of high-quality activities and care for pupils within the Wraparound Care provision.

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| Grade: | 5 Pay Pont 7-8 |
| Hours: | Termtime – 25 hrs pw Mon to Fri 7-9am and 3-6pm Annual Leave – enhanced 25 days per year plus 8 Bank Holidays (Pro Rata for part time) |
| Responsible To: | Extended Services |
| Key Relationships/ Liaison with: | Head of Extended Services, Extended Services Deputy Lead |
| Occupational Standards: | To have regard for and work within the Discovery Wraparound Care Framework To have regard for and work within the Discovery Holiday Camp Framework |

Main duties and responsibilities

- To maintain a duty of care for all children that attend the Extended Services Wraparound Care.
- To complete Paediatric First Aid training and assist with First Aid incidents/accidents. Comfort and supervise children who are ill or have had an accident, administering to their needs, as appropriate and referring to the Extended Services Education Deputy Lead/WAC Manager ensuring that accidents are recorded appropriately.
- To establish and maintain positive relationships with children and Extended Services provision teams and the school.
- Demonstrate a high level of care and engagement with the children at all times during their time within the provision.
- Be aware and apply all policies and procedures in accordance with Discovery Trust, with particular reference to Safeguarding, Child Protection, Health and Safety and Intimate Care.
- Apply the highest confidentiality with issues that might arise. Always be sensitive and respectful to the different needs and requirements of children and families.
- To maintain communication with the Extended Services Education Deputy Lead/WAC Manager.
- Participate in training associated with the Extended Services Education Assistant role – this includes annual Discovery conferences, FLICK training, and other training deemed appropriate in order to develop your role and expertise.
- Assist with the organisation of equipment and accommodation.
- Refer any instance of unacceptable behaviour or concerns they may have about children to the Extended Services Education Deputy Lead/WAC Manager.



- Ensure the menu provision is presented in a high-quality manner that encourages children's healthy eating positively, and supervise children at snack/mealtimes creating a happy atmosphere and promoting good manners.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities.
- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- Assist children undertaking activities, ensuring that all have equal opportunity to develop to their individual and team skills.
- Contribute to and support the development of the Wraparound Care timetable with activity ideas and leading activities for the young people that attend.
- Lock and unlock Extended Services provisions in accordance with compliance and regulation with regular communications with school's PO.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore **a DBS enhanced check is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



Person Specification

Job Title: Extended Services Education Assistant

Grade: 5 (7-8)

| | Essential | Desirable | How assessed |
|--|--|---|--------------|
| Qualifications <ul style="list-style-type: none"> Level 2 NVQ or CACHE or working towards Evidence of continuing professional development in childcare Paediatric First Aid | | <ul style="list-style-type: none"> ✓ ✓ ✓ | |
| Experience <ul style="list-style-type: none"> Experience of working with children in a play, childcare or out of school setting Experience of making inviting snacks | <ul style="list-style-type: none"> ✓ | <ul style="list-style-type: none"> ✓ | |
| Knowledge <ul style="list-style-type: none"> An understanding of safeguarding and health and safety issues relevant to the post | | <ul style="list-style-type: none"> ✓ | |
| Skills/Attributes <ul style="list-style-type: none"> Ability and willingness to undertake professional development Good interpersonal skills Empathy with children and young people Ability to work effectively as part of a team | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ | | |
| General Circumstances <ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations | <ul style="list-style-type: none"> ✓ | | |
| Factors not already covered <ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010 | <ul style="list-style-type: none"> ✓ | | |

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)