



Job Description and Person Specification – Extended Provision Supervisor

Responsible to:	Head of School
Job Type:	Permanent
Grade:	NJC Grade 6
Hours per week:	4 hours per week
Working weeks:	Term Time
Location:	Folly View Primary School

Context:

To be responsible for the planning, day-to-day organisation and operation of the club, providing high quality play opportunities and care in an inclusive, safe and secure environment, and in accordance with the school’s ethos and procedures.

This post holder will supervise the Extended Provision Assistant in the setting and ensure the provision is managed in accordance with the relevant legislation requirements. All safeguarding children policies must be adhered to and concerns raised in accordance with these policies.

Key tasks:

- To plan, prepare and provide creative, age-appropriate play opportunities. In consultation with the children, encourage them to take control of their own activities and promote independence in accordance with relevant childcare legislation.
- To ensure that children’s individual and development needs are recognised, and to engage them in establishing and maintaining boundaries for their behaviour.
- Adhere to child protection procedures and the schools safeguarding policy. Any potential child protection issues relating to specific children or the overall running of the provision should be escalated immediately to the Headteacher as Designated Safeguarding Lead
- To supervise the Extended Provision Assistant(s), ensuring they are effectively deployed and offer appropriate care and support to the children. To supervise students and volunteers as required and assist in the recruitment of Extended Provision Assistants where requested.
- To ensure that the provision provides a safe environment for all, that equipment is well maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. This also applies to trips and other off-site activities.

- To be responsible for the security of the school premises if no school senior staff/site staff are present.
- To ensure the safe handover of children to parents/carers at the end of the day.
- To ensure that food and drink is provided in the out-of-school care that promotes healthy eating and complies with current school food guidelines and food safety legislation.
- To carry out day to day administration, record keeping, purchase of materials and equipment, working within an agreed budget and providing reports as required.
- To work as part of the whole school team and liaise with relevant school staff in relation to the needs of the children who attend the club.
- To provide evidence and information for the school's self-evaluation process.
- To ensure correct procedures are followed for the administration of first aid and medication.
- To participate in relevant training and development activities, including local networking opportunities for out-of-school childcare providers. Encourage participation by all staff.
- To establish constructive relationships and communicate with parents/carers, other professionals, and childcare/play-related agencies.
- To develop and review policies, procedures and good working practice, in consultation with the staff. To work within agreed policies and procedures.
- To undertake other duties, appropriate to the grade, as may reasonably be required by the Headteacher.

All Staff Duties:

You have specific responsibilities under Health & Safety legislation to ensure that you:

- take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- co-operate on all issues involving health and safety
- use work items provided for you correctly, in accordance with training and instructions
- do not interfere with or misuse anything provided for your health, safety or welfare • report any health and safety concerns to your line manager as soon as practicable

Administration:

- As directed by the Headteacher, maintain records relating to the group ensuring confidentiality and data security for all.

- Where appropriate, liaise with the Trust finance team and school administration team to ensure appropriate financial controls are in place and where directed, be responsible for the ordering and purchasing of equipment, supplies and resources, checking associated invoices.
- Support the school in relation to the administration of occupancy levels, the waiting list, offering childcare places and ensuring appropriate ratios are maintained at all times.
- Support the school with record keeping that includes maintaining records of attendance and other appropriate records as required.
- Other administration as maybe reasonably required.

Resources:

- Operate relevant equipment/computer/IT Packages (e.g. word, excel, databases)/Photocopier to undertake routine administration,
- Keep up to date with current educational developments and legislative requirements of the settings provision.

Supervision:

- In collaboration with the Headteacher, where requested, assist with the recruitment and induction of new extended provision assistants in accordance with the safer recruitment policy.
- To supervise and motivate a team of staff to deliver high quality creative play opportunities, effectively managing behaviours and supporting professional development within the setting.
- Build good relationships with other members of staff, ensuring an effective team approach.

Responsibilities:

- To develop professional working relationships with the school, relevant professional's authorities and OFSTED.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference, and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may reasonably be expected within the scope and grade of the post.

Person Specification - Qualifications and Experience

Qualities	Essential/ Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children in a paid or unpaid capacity • Experience working as part of a team • Experience of managing challenging behaviour in work with children 	<p>E</p> <p>E</p> <p>E</p>
<p>Qualifications & Training</p> <ul style="list-style-type: none"> • Level 3 qualification (or above) in childcare / early years /play work • First Aid Certificate [or evidence of commitment to achieve this] • Food Safety / Hygiene Qualification at Level 2 or above [or evidence of commitment to achieve this] • Generalist Safeguarding Training (as defined by OSCB) within the last 3 years [or evidence of commitment to achieve this within 3 months of recruitment] 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Knowledge & Skills</p> <ul style="list-style-type: none"> • Good standard of basic spoken and written English • Ability to communicate clearly and effectively with children and adults • Ability to use initiative within framework of policies and procedures • A commitment to high quality inclusive childcare and play 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Personal Attributes</p> <ul style="list-style-type: none"> • A positive approach to learning and gaining new skills through teamwork and training opportunities • Ability to maintain confidentiality • Have good interpersonal skills, with ability to relate well to children and young people • Act as an excellent role model at all times 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>