



Extended Services Deputy Lead

To work with the Extended Services Team to support the following:

- To take responsibility for the care and education of children within Discovery Extended Services Provision – Wraparound Care and Holiday Camps
- To contribute to providing high quality provision and cover for Extended Services and Discovery Primary Schools in their cluster
- To provide a flexible approach to supporting Discovery Extended Provisions in a range of contexts

Grade:

7 Pay point 11 - 14

Hours

Term Time – 35 hrs pw 7-9am and 2.45-6pm (With some flexibility with the hours) Non-Term Time – 45 hrs pw (with an unpaid lunch break) Average 37hrs per week over 52 weeks
Extended Services

Responsible To:

**Key Relationships/
Liaison with:**

Head of Extended Services, Extended Services Education Lead, Early Years Lead, Head Teacher

Occupational Standards

To have regard for and work within the Discovery Wraparound Care Framework

To have regard and work within the criteria for the Discovery Holiday Camp Framework

Main duties and responsibilities

- To maintain a duty of care for all children that attend the Extended Services Provisions
- To establish and maintain positive relationships with children, pupils, school and Extended Services provision teams
- Be aware and apply all policies, procedures and risk assessments 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 when working across different provisions.
- To maintain communication with the Head of Extended Services, Extended Services Education Lead, and the wider Extended services Lead Team.
- To step into the Lead role within Wraparound Care and Holiday Camp in the absence of the Extended Services Education Lead.
- To complete Paediatric First Aid training and assist with First Aid incidents/accidents.



WAC/ Holiday Camp Deputy Lead Duties

- To be responsible for the organisation of high quality activities for children attending the Wraparound Care and Holiday Camp provision.
- To organise and support individuals implementing quality childcare with the support of the Extended Services Education Lead.
- To support the Extended Services Education Lead in ensuring staff are appropriately deployed and directed within WAC/Holiday Camp.
- Coordinate and liaise with the Extended Services Education Lead, to plan and produce a planned timetable of activities to be implemented to ensure the children have a fun, active, exciting and interesting experience with WAC/Camp. This will include craft sport, games, and other play activities across age range EYFS, KS1 and 2.
- Participate in training associated with the Extended Services Education Deputy Lead role – this includes annual Discovery conferences, FLICK training, and other training deemed appropriate in order to develop your role and expertise.
- To fulfil the expectations of practice as set out in the Discovery Wraparound Care Framework and the Discovery Holiday Camp Framework in all areas. Positive Relationships, Enabling Environments, Healthy Minds and Bodies, Safe Systems.
- Comfort and supervise children who are ill or have had an accident administering to their needs, as appropriate and referring to the nominated First Aider ensuring that accidents are recorded appropriately. Attend to children's intimate care needs according to policy and procedures.
- Organise equipment and maintain a safe environment ensuring broken or damaged equipment is removed from circulation.
- Ensure a healthy and balanced menu is provided and that standards of food presentation and supervision at mealtimes is of a high standard. Ensure mealtimes are a happy, healthy and positive experience for the children.
- Ensure that the WAC/Camp teams engage with the children at all times, creating a positive, caring and trusting experience for the children.
- Refer any instance of unacceptable behaviour or concerns that may have about the children or team, to the Extended Services Support Lead – recording matters in accordance with policy and procedures.
- 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.



- Plan, implement, support, and assist children undertaking activities, ensuring that all have equal opportunity to develop to their individual and team skills.
- Promote, create and maintain an appropriate ethos that attracts and encourages children within our provisions.

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.



Job Title: Extended Services Deputy Lead

Grade: 7 Pay point 11 - 14

	Essential	Desirable	How assessed
Qualifications <ul style="list-style-type: none"> Level 3 in Supporting Teaching and Learning or equivalent OR Able to demonstrate the ability to meet the SLT Level 3 National Occupational Standards relevant to this post. Level 2 qualifications in Maths/Numeracy, English/Literacy OR Able to demonstrate competency in Literacy and Numeracy equivalent to Level 2. 		<p>✓</p> <p>✓</p>	<p>App/Doc</p> <p>App/Doc</p>
Experience <ul style="list-style-type: none"> Experience of working in a teaching/learning support role Experience of working in a wraparound or camp (or similar) provision Ability to lead a team of adults 	<p>✓</p> <p>✓</p>	<p>✓</p>	<p>App/Ref</p> <p>App/Ref</p> <p>App/Ref</p>
Knowledge <ul style="list-style-type: none"> Knowledge of Safeguarding and Health and Safety procedures 	<p>✓</p>		<p>App/Int/Ref</p>
Skills/Attributes <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Experience of working with children of a relevant age Effective communicator High level of personal organisation Empathy with children and young people. Ability to work effectively as part of a team. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p>
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. 	<p>✓</p>		<p>App/Int</p>
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. 	<p>✓</p>		<p>Med</p>



App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

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