

JOB DESCRIPTION

Job Details

Post Title	Extended Provisions Assistant
Responsible to	Line Manager

Purpose of job

To work within the Extended Provision providing before and after school care. The Extended Provisions Assistant will be responsible for providing appropriate activities within a nurturing and safe environment.

Responsibilities

1. Assist with the organisation of play and art activities, provide support with reading and homework.
2. Establish good relationships with children through effective interaction, encouraging cooperation and mutual support whilst monitoring children's well-being and providing support where required.
3. Maintain good order and discipline among pupils in accordance with the school behaviour policy.
4. Establish and maintain positive relationships with pupils, parents and carers in accordance with the school ethos, policies and practice.
5. Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate.
6. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Extended Provisions Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Extended Provisions Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Extended Provisions Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Extended Provisions Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Extended Provisions Assistant is employed for 17.5 hours per week, term time only.

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Performance Management

The Extended Provisions Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Extended Provisions Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

Extended Provision Assistant - Person Specification

Education and Qualifications		Criteria	Assessment
A minimum level of GCSE level or equivalent in English and Mathematics		E	A
Current first aid qualification or play leader qualification		D	A
Understanding of health and safety issues that affect the day to day running of childcare services		D	A/I
Food Hygiene qualification		D	A
Experience		Criteria	Assessment
Experience of supervising children of primary age, this could be in a professional or voluntary setting		E	A
Basic administrative skills, including keeping registers, filing and accessing information online		D	A/I
Knowledge and Understanding		Criteria	Assessment
Ability to understand and meet children's needs including those of children with special needs		E	A/I
Knowledge of Safeguarding children		D	I
Basic knowledge of Office 365 and school MIS systems		D	A/I
Skills		Criteria	Assessment
Ability to provide warm and consistent care to all children		E	I
Encourage high standards of behaviour at all time		E	I
Willingness to undertake training in play work skills and supervisory skills		E	I
Ability to liaise with parents and colleagues in a professional manner		E	I
Leadership		Criteria	Assessment
Ability to plan play, arts and sports activities for children of primary age.		E	I
Experience of supervising a team of staff.		D	A
Personal Qualities		Criteria	Assessment
Positive and enthusiastic approach towards work		E	I
Observe the boundaries of the role, and respect confidential information		E	I
High expectations of self and others		E	I
Flexible and adaptable		E	I
Ability to work on own initiative		E	I

Criteria Key

- E** Essential
- D** Desirable

Assessment Key

- A** Application Form
- I** Interview