



Job Title: **Extended Services Education Assistant**

Grade	5
Details	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)
Post Number	
Responsible to	Extended Services
Key Relationship	Head of Extended Services, Extended Services Deputy Lead
Job Purpose	<ul style="list-style-type: none"> To support the School Support Lead and Deputy Lead in the provision of high-quality activities and care for pupils within the Wraparound Care provision.
Occupational Standards	<ul style="list-style-type: none"> To have regard for and work within the Discovery Wraparound Care Framework

Main Duties and Responsibilities

1.	To maintain a duty of care for all children that attend the Extended Services Wraparound Care
2.	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.
3.	To establish and maintain positive relationships with children and Extended Services provision teams and the school.
4.	Demonstrate a high level of care and engagement with the children at all times during their time within the provision.
5.	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.
6.	Apply the highest confidentiality with issues that might arise. Always be sensitive and respectful to the different needs and requirements of children and families.
7.	To maintain communication with the Extended Services Education Deputy Lead/WAC Manager.
8.	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.
9.	Assist with the organisation of equipment and accommodation.
10.	Refer any instance of unacceptable behaviour or concerns they may have about children to the Extended Services Education Deputy Lead/WAC Manager.
11.	Mop up spillages and accidents with the use of appropriate materials/equipment.
12.	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.
13.	Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities.
14.	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.
15.	Assist children undertaking activities, ensuring that all have equal opportunity to develop to their individual and team skills.

16.	Contribute to and support the development of the Wraparound Care timetable with activity ideas and leading activities for the young people that attend.
17.	Lock and unlock Extended Services provisions in accordance with compliance and regulation with regular communications with school's PO.

Extended Services Support Lead Person Spec

	Essential	Desirable	How assessed
<u>Qualifications</u> <ul style="list-style-type: none"> Level 2 NVQ or CACHE or working towards Evidence of continuing professional development in childcare Paediatric First Aid 		√ √ √	
<u>Experience</u> <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 	√	√	
<u>Knowledge</u> <ul style="list-style-type: none"> Knowledge of Safeguarding and Health and Safety procedures 		√	
<u>Skills/Attributes</u> <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. 	√ √ √ √		
<u>General Circumstances</u> <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. 	√		
<u>Factors not already covered</u> <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 	√		