



Job Title: **Extended Services Education Assistant**

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| Grade                  | 5  |
| Details                | Termtime – 25 hrs pw Mon to Fri 7-9am and 3-6pm<br>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"><li>• 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.</li></ul> |
| Occupational Standards | <ul style="list-style-type: none"><li>• To have regard for and work within the Discovery Wraparound Care Framework</li></ul>   |

### Main Duties and Responsibilities

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| 1.  | To maintain a duty of care for all children that attend the Extended Services Wraparound Care   |
| 2.  | To complete Paediatric Fist 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.  |

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