

Job Profile

Post Title	Grade
Extended School Support	NJC 3 - £20,812

Responsible to: Principal

Responsible for: Providing wraparound care to the children of Tynsel Parkes.
Setting up and leading activities for children in the extra school provision.

School Purpose and Values

All members of the academy community are working together to create a safe, special place of excellence aiming to help all children flourish and grow as individuals. We inspire academic aspiration through a high quality curriculum that challenges and excites. Our mission is to provide all children with the opportunities and skills to become the best they can be, ready for the next stage of their education and throughout their lives.

We have a living motto of 'Loving and Learning Together' which is embraced and permeates through everything we do and within all relationships with adults and children alike.

Support to Children

- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Supervise and support children ensuring their safety, by complying with good H&S practice.
- Plan and implement stimulating learning activities outside of the school day and contribute to the creation of appropriate learning resources.
- To liaise effectively with other team members, children and parents/carers.
- Ensure a clean, tidy environment conducive to fostering good Health and Safety practice.
- Follow statutory and non-statutory policies and procedures required for the efficient running of the provision.
- To understand and adhere to all the policies to ensure the safety and well-being of all the children, parents and staff.
- Apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment.
- To help prepare nutritional snacks for children.
- Contribute to the creation of an appropriate learning environment through display and classroom organisation.

Support to School

- Prepare the room for extended school support, clear afterwards and assist with and maintain displays of children's work, notice boards, shelving systems, planning etc.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of 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 and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification Extended School Support Level 3

Criteria	Measured by
Experience <ul style="list-style-type: none"> Working with or caring for children of relevant age. 	A/I
Qualifications/Training <ul style="list-style-type: none"> NVQ Level 3 in Childcare and Education or equivalent or equivalent experience. Good understanding of numeracy/literacy skills. Participate in development and training opportunities. Willingness to undertake Induction Training. 	A/I
Knowledge/Skills <ul style="list-style-type: none"> Ability to provide high quality care for children, through planning activities that excite and enthuse. Ability to relate well to others – children, parents/carers, staff and other professionals. Ability to work constructively as part of a team and on own initiative. The commitment to and understanding of anti-discriminatory practice. Ability to learn and develop new skills and methods of working. Basic ICT skills. Good communication skills. Have good organisational skills. Basic knowledge of first aid; e.g. emergency first aid course. 	T/A/I
Behavioural Attributes <ul style="list-style-type: none"> Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the pupils. Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, 	T/A/I

seeking new opportunities and challenges, open to ideas and developing new skills.	
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A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***