

Children, Young People and Learners

**Extended Schools Support Assistant
Downsview Primary School**

Grade 2 SCP 3-5

Role Profile and Person Specification

July 2019

CROYDON COUNCIL

Role Profile

Job Title:	Extended Schools Support Assistant
Department:	Children, Young People and Learners
Division:	Primary Schools
Grade Range:	Grade 2 SCP 3-5
Hours:	3pm – 6pm or 3.15pm-6.15pm Term time only, including 5 Inset Days
Location:	Downsview Primary & Nursery School
Reports to:	Head Teacher
Responsible for:	To assist in the day to day running of the after school provision.
Role Purpose and Role Dimensions:	<p>To work as part of the Extended Schools Team, supervising children and providing appropriate activities, encouraging co-operation, securing their safety, monitoring well-being and ensuring good behaviour.</p> <p>Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in the extended schools environment, where the children are eager to come at the end of the school day.</p> <p>Ensure the health, safety, conduct and well-being of all pupils attending extended school provision.</p> <p>Promoting healthy choices and active outdoor learning.</p> <p>Supervising and supporting the children in play, homework and learning activities, including the use of ICT skills in various media platforms.</p> <p>To promote the school ethos with all children and the school community.</p>
Commitment to Diversity:	As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	Local authority officers at all levels External food suppliers/School Caterer Social Services Visitors
Key Internal Contacts:	Headship Team and school staff at all levels. School staff at all levels Parents/Carers Pupils
Financial Dimensions:	Collect fees from parents and issuing receipts, as required. Assisting with the purchasing of food and play materials, as required by the Extended Schools Leader/Deputy Manager.

Key Areas for Decision Making:

Responding to pupils' needs as they arrive during out-of-school provision.

Other Considerations:

Key Accountabilities and Result Areas:

Key Elements:

Organisation & Administration

This will involve:

- Accepting fees from parents and issuing hand written receipts for cash/cheque payments. Ensure all monies are passed to the Extended Schools Leader/Deputy Manager or School Office for processing, as required.
- Alongside other staff, maintaining an accurate registration system for children attending provision.
- Ensuring records are kept safely and confidentially.
- Ensuring the safe collection of children from in-house extra-curricular clubs.
- Liaising with school staff to ensure that systems are working effectively.

Support for the School

This will involve:

- Assisting the Extended Schools Leader/Deputy Manager in generating ideas for activities and planning and organising daily activities.
- Taking responsibility, along with other staff, for the health and safety, accident prevention and smooth running of emergency procedures for children and administering any first aid, where appropriate, recording all injuries in the accident book and informing parents/carers.
- Ensuring the safe egress of staff and pupils in the event of the fire alarm sounding.
- Building effective working relationships with others by being open and honest.
- Being tactful when talking to others
- Ensuring that the areas of the school used are left fit for purpose at the end of each session.

Resources

This will involve:

- Assist the Extended Schools Leader/Deputy Manager in monitoring the condition of equipment and regular audit of resources.
- Care for resources.

Support to Families

This will involve:

- Recognising the quality of provision has an impact on learning and on pupils' attitude to school.
- Taking pride in providing enjoyable extended provision and activities for pupils.
- Considering the needs of all pupils in decisions about before and after school provision.
- Anticipating pupils' needs and makes suggestions to support them.
- Speaking clearly and listening carefully to pupils, using questions to check understanding.
- Providing help and support to children, as required.
- Ensuring confidentiality at all times regarding children, their families and staff members.

Support for Children

This will involve:

- Striving for excellence as part of the Extended Schools Team.
- Ensuring the children are always supervised.
- Ensuring the safeguarding of children participating in before and after school provision. Discussing any child protection issues with the Extended Schools Leader or a Designated Safeguarding Officer in line with school policy.
- Ensuring the facility is clean and tidy and meets quality standards at the end of each session, including the cleaning of equipment.
- Creating a stimulating environment that encourages and supports social development.
- Promoting the highest standards of behaviour as the norm.
- Acting as a role model for all children
- Assisting in preparing the extended school facilities and activities, ensuring quality standards agreed are met.
- Preparation of simple meals and refreshments for the children in line with current school food standards and food hygiene regulations.
- Using simple kitchen machinery, after appropriate training.
- Ensuring the highest standards of cleanliness when providing food and refreshments to the children.
- Supervising pupils in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground, as appropriate.
- Helping to organise a range of play and art activities to support the school curriculum, assisting with reading and homework support.
- Playing with the children to stimulate learning and development.
- Establishing good relationships - interacting positively with staff and children, encouraging cooperation and mutual support; monitoring children's well-being and readiness for class at the start of the school day.
- Encouraging good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.

Key Accountabilities and Result Areas:

Responsibilities

Key Elements:

This will involve:

- Being aware of and complying with policies and procedures relating to health and safety, child protection, security, confidentiality, data protection, behaviour, teaching and learning and equal opportunities and reporting all concerns to the Headteacher.
- Contributing to the overall ethos/work/aims of the school.
- Developing constructive relationships and communicating with other agencies/professionals.
- Sharing expertise and skills with others.
- Participating in training and other learning activities and performance development as required.
- Recognising own strengths and areas of expertise and use these to advise and support others.
- Treating all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.
- Attending regular meetings and training, as required.
- Being aware of and supporting difference and ensure all pupils have equal access to opportunities to learn and develop. Demonstrating an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.
- Being responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time
- Working under the direction of the Extended Schools Leader/Deputy Manager and undertaking any other reasonable duties as may be allocated by the Headteacher, Deputies or Senior Leadership Team.

Green Statement

This will involve:

- Seeking opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- Being aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Key Accountabilities and Result Areas:

Confidentiality

Key Elements:

This will involve:

- Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Key Accountabilities and Result Areas:

Equalities

Key Elements:

- The Council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

This will involve:

- The ability to demonstrate a commitment to the council's Customer Care Policy.

Health and Safety

This will involve:

- Every employee being responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team

This will involve:

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on school policies and interventions

Person Specification

Job Title:

Extended Schools Support Assistant

Essential knowledge:

- Childcare/Playwork NVQ Level 2 (or equivalent), desirable
- Knowledge of relevant policies/codes of practice and awareness of relevant standards in childcare and the Early Years Foundation Stage, desirable
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.
- Paediatric or First Aid at Work Qualification desirable or willingness to train

Essential skills and abilities:

- Ability to plan and develop systems.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Be punctual and reliable.
- Use of technology, covering all media platforms.
- Excellent written and verbal communication skills and use of English to ensure the well-being of the children.

Essential experience:

- Experience of working with or caring for pupils of relevant age.

Special conditions:

- Appointments subject to completion of successful enhanced DBS check.
- Be articulate, able to communicate effectively and accurately in oral and written form.