

CHILDREN AND LIFELONG LEARNING – HR SERVICES

Job No.	Post Title	Grade
A8815	Extended School Support (level 2)	Grade 4

Statement of Purpose

Under the direction of senior staff help provide a happy, safe, secure and stimulating environment that is conducive to meeting the learning & development needs of each child.

Support to Pupils

- Provide quality integrated day care & education for all children within the remit of the Ofsted National Standards and the Early Years Foundation Stage;
- Implement an appropriate curriculum
- Involved in the development of a seamless service for children where education and care are part of the daily experiences for all children.
- To liaise effectively with other team members, children and parents/carers
- To support the provision of a range of stimulating activities, indoor & outdoor, relevant to the age, stage and needs of young children which encourage and develop all areas of development.
- To record accurately the development of each child ensuring that any records are kept up to date and in-line with policies on confidentiality and recording.
- To work in partnership with parents/carers and the team around the child with special needs to ensure full integration.
- 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.
- Contribute to the creation of an appropriate learning environment through display and classroom organisation.
- Contribute to the creation of appropriate learning resources.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- 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.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- 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.

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Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Staff are required to follow the statutory guidance from the Department for Education. Staff are required to read:

- Part 1 and Annexe A of 'Keeping children safe in education September'
- School safeguarding policies
- The code of conduct

Staff must know the identity and understand the role of the designated safeguarding leads. In addition, in order for staff to understand and discharge their role and responsibilities as set out in 'Part one' of the guidance, staff are required to identify any additional training needs and read safeguarding bulletins they receive through the year.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head and the Office Manager than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is subject to regular review.

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 postholder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
Extended School Support Educarer
Level 2**

Essential Criteria	Measured By
Experience <ul style="list-style-type: none">• Experience of working with groups of children in the age range 0 -11	AF/I
Qualifications/Training <ul style="list-style-type: none">• NVQ Level 2 in Childcare and Education or equivalent or equivalent experience.	I
Knowledge/Skills <ul style="list-style-type: none">• Ability to provide high quality care for children.• Ability to relate well to others – children, parents/carers, staff, managers 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.	AF/I

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<p>Behavioural Attributes</p> <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, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • 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 	AF/I
<p>keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</p>	

AF - Application form

I - Interview

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.***