

**Extended Schools Leader**

**Job Description**

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| **Pay Scale/Grade:** | Essex LGS Point 12 (£17,173) to Point 14 (£17,681) plus OFA £597 (pro rata - see below)Actual salary = £10,275 to £10,755.90 |
| **Reports to:** | School Business Manager |
| **Responsible for:** | Extended School Staff |
| **Liaison with:** | Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Parents/Carers |

**Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested where required.**

**Purpose:** To lead, organise, co-ordinate and supervise children attending Breakfast / Teatime Club; providing appropriate activities, encouraging co-operation, securing children’s safety, monitoring well – being (including access to a quality breakfast and tea) and ensuring good behaviour**.**

**Major Tasks, Duties and Responsibilities**

**ORGANISATION :**

* Follow school policy for the safequarding of pupils; absence/ planned absence or lateness.
* Arrive promptly before start of session to set up: Breakfast Club – 7.15am

 After-School Club – 3pm

* Liaise with school office admin weekly with regards to weekly registers being sent and issues regarding non – payment.
* Ensure mobile phones for Extended Services are fully charged and left on school premises at all times – parents are informed immediately if unable to contact the ASC provision on mobile.
* Report to line manager with any issues regarding Extended Services including staffing, resources, pupils.
* To keep accurate records of pupil attendance, time tables and relevent paperwork.

**QUALITY OF PROVISION**

* Prepare Breakfast Club /teatime facilities and activities, ensuring quality standards are agreed and met.
* Supervise children in their choice of food, collecting food, being seated, clearing away crockery, moving to activities (transition), in activity area and/ or playground as appropriate.
* Organise play and art activities on a weekly rota – including use of IT, reading, spelling/ phonics, times table / number bonds and homework support
* Establishing good relationships with children – interact positively with children, encouraging co-operation and mutual support; monitor children’s well – being and readiness for class; take into account pupil voice.
* Encourage good behaviour by using praise and reward and taking action of poor behaviour in line with whole school policy.
* Ensure health and safety of children – maintain a register of children attending, parents sign out the child on collection, control access to other parts of the school, administer any basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire.
* Recognises the quality of the Breakfast Club and After School Club has an impact on learning and pupils’ attitudes to school.
* Build up warm and positive relationships with pupils.
* Acknowledge all colleagues, parents and pupils in a friendly and helpful way.
* Be aware of and comply with 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 and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of a commitment to Reach 2’s Equal Opportunities policies and to the standards of customer care.

**OTHER REQUIREMENTS:**

* To attend and participate in staff meetings as equired
* To participate in training and performance management as required.
* To have an up – to – date DBS

**These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above**