

**Extended Schools Leader**

**Person Specification**

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| **Pay Scale/Grade:** | Essex LGS Point 14 (£17,681) to Point 16 (£18,319) plus OFA £597 (pro rata - see below)  Actual salary = £10,755.90 to £11,131.34 |
| **Reports to:** | School Business Manager |
| **Responsible for:** | Extended School Staff |
| **Liaison with:** | Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Parents/Carers |

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your covering letter, application form and person specification form, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

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| Qualifications: | * Ideally NVQ Level 2 qualification (or equivalent) or previous experience of working in a school environment. |
| Experience | * Experience of working in schools and/or organisations delivering services to children, young people and their families * Experience of working with a range of professionals * Evidence of building teams and leading teams * Evidence of initiating new ideas and activities * Ability to work across a wide range of stakeholders * Evidence of use of innovative approaches to working with childcare |
| Professional Qualities | * The ability to communicate clearly and take into account, where appropriate, the views of others * Excellent personal organisational skills * An understanding of children’s learning through play and the ability to contribute and work as a member of a strong team * An inspirational, committed and highly effective practitioner who is dedicated to achieving the best outcomes for each individual child * Effectively communicate orally and in writing to a range of audiences * Maintain a calm level of professionalism at all times * An ability to create a warm, positive and motivating environment for children * Good time management skills * A thorough knowledge and understanding of the concept of Extended Services * Understanding of the challenges involved in establishing successful extended services provision. * Enthusiasm and willingness to contribute to and participate in the wider context of school life |
| Newhall Ethos | * Capacity to work well with pupils across all age groups * Fully supportive of the aims & ethos of the Academy and Nursery * Ability to ensure that the atmosphere is welcoming and that parents are encouraged to take an active interest in the extended school’s provision * Ability to support the vision for a high quality learning environment which promotes spiritual, moral, social and cultural development |
| Personal Attributes | * Energy and enthusiasm * Reliability and integrity * Sense of humour * A commitment to the ethos of the school * Commitment to your continuing professional development * Vision and creativity * Adaptability to changing circumstances & ideas. |
| Safeguarding | * Commitment to the safeguarding and protection of children and to the personal development of our pupils * Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety * Knowledge of child protection procedures * Understanding of health and safety issues regarding the premises |

***Note to applicants:***

***Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***