

**Extended Schools / Holiday Club Assistant**

**Person Specification**

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| **Pay Scale/Grade:** | Essex LGS Point 3 (£18,562) to Point 4 (£18,933) per annum plus OFA 2609 (pro rata) |
| **Reports to:** | Extended Schools Lead |
| **Responsible for:** | Supporting in providing high quality extended provision for children. |
| **Liaison with:** | Extended Schools Lead, 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: | * NVQ Level 2/3 qualification (or equivalent) * First Aid Certificate or willing to undertake training |
| Experience | * Experience of working in schools and/or organisations delivering services to children, young people and their families * 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 help create a warm, positive and motivating environment for children * Good time management skills * Knowledge and understanding of the concept of Extended Services * 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 support in ensuring 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 |

***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.***