

**Extended Schools Assistant Vacancy**

**Overview**

We are looking for an energetic and highly motivated practitioner to support in our Extended Schools provision throughout the year providing support to our Extended Schools Lead for after school club during term time. We are looking for someone who is up for a challenge and wants to get stuck in with all aspects of our academy life!

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| Post Title: | Extended Schools Assistant |
| Contract type: | Permanent |
| Location: | Newhall Primary Academy |
| Working hours: | 3pm – 6pm term time (15 hours/week).  44.3 weeks per year. |
| Start date: | 1st September 2021 |
| Salary: | Essex LGS Point 3 (£18,562) to Point 4 (£18,933) per annum plus OFA £626 (pro rata) |

**About us**

Newhall is a new, state of the art academy situated on spacious grounds on the Newhall Development in Harlow. The 2-form school, with a capacity of 420 children, is supported by the Reach2 Academy Trust, the largest primary trust in the country. We opened our doors in 2018 and we currently have 180 primary children on roll.

Our school will grow by two classes year-on-year until we reach full capacity and we are seeking additional staff to join us and be part of the unique opportunity to work in a new school and help to build and grow the setting. Being part of a rare professional opportunity to contribute toward the development of the school ethos is exciting and it will be very rewarding to see the Academy and Nursery take shape over the next few years. To see more information about Newhall, please visit our website.

**Our children and families**

The children at Newhall are enthusiastic, keen to learn and a joy to teach. We are also supported by very supportive and engaged parents and governors as well as an active PTA.

**About the role**

As an Extended Schools Assistant, you will support the Extended Schools Leader in supervising children attending After School Club; providing appropriate sports/activities, assisting with homework, encouraging cooperation, securing children’s safety, monitoring well – being (including access to a quality breakfast and tea) and ensuring good behaviour.

You will be line managed by the Extended Schools Leader and work alongside the rest of our team to help create an exciting and vibrant Academy, where all children thrive.

**What we’re looking for:**

We are looking for an individual to join our friendly team who is ready to share their enthusiasm and who, above all, is passionate about education and the opportunities a good quality school experience can provide all children.

Our ideal candidate will be able to support in delivering inspirational learning experiences in a stimulating environment and be committed to excellence, inclusion and challenge.

The successful candidate will have:

* Level 2 or Level 3 childcare qualification or the desire to work towards this
* Experience of working with children
* Current First Aid Certificate or willing to undertake necessary training to gain one
* The motivation to achieve the very best for the children in our care and be relentless in the pursuit of excellence.
* Excellent communication skills and a good sense of humour
* Good organisational skills
* Creativity which drives all aspects of extended school learning and care.

In return we can offer:

* A firm commitment to you and your professional development.
* Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors.
* A growing learning community.
* Encouragement to develop new ideas and the opportunity to make a real difference.
* Coaching and mentoring from the Academy’s Senior Leadership Team.
* Fantastic trust-wide CPD opportunities
* Vast opportunities for career progression

**How to apply**

We hope you will take the time to find out more about our new academy and experience our warm welcome. For further information about the role, or to arrange an informal discussion, please contact Charmaine Ward, Headteacher at head@newhallacademy.org or telephone 01279 215480.

Completed applications should be sent via e-mail to [office@newhallacademy.org](mailto:office@newhallacademy.org) by 12 noon on Friday 23rd July 2021.

Short-listed candidates will be invited for interview week commencing 2nd August 2021. Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.