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**Extended School Leader**

**Job description**

**Job title:** Extended School Leader

**Responsible to:** EHT/HT/HoS

**Direct supervisory responsibility:** Assistant Extended School Leader, Extended School Staff

**Indirect supervisory responsibility:** None

**Important Functional Relationships:** Children, families, teachers, support staff, HoS, EHT/HT, Central Office

**Main purpose of the job**

To organise and supervise the Extended School Staff team. To plan, prepare & deliver play based activities. To ensure the safe and appropriate supervision children.

Main duties and responsibilities:

1. To be responsible for and supervise the Extended School Staff (before/after school hours as relevant), ensuring effective deployment ensuring the correct ratio’s are met.
2. To be responsible for administration tasks such as registers, staffing timetables, accurate & up to date record keeping of income/debts, ensuring the debt policy/procedures are followed.
3. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all extended school materials and equipment. To monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required (subject to approval)
4. To be aware of confidential issues linked to home/children/Teacher/school and to ensure the confidentiality of such sensitive information.
5. To liaise with school staff regularly to ensure children’s needs are being met.
6. To plan, prepare & promote play based activities to enhance children’s learning & social skills
7. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
8. To encourage social integration and individual development of the children. To develop methods of promoting and reinforcing children’s self-esteem.
9. To administer first aid (as trained) and assist with sick children where necessary. To comply with the First Aid policies and procedures.
10. To be familiar with and work in accordance with the child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
11. Follow the schools policies & procedures with regards to behaviour.
12. To be familiar with and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, Leave of Absence Policy, Dress Code, national legislation (including Health and Safety, Data Protection).
13. To be responsible for self-development on a continuous basis in liaison with line manager.
14. To undertake other duties appropriate to the grading of the post as required

Date prepared: July 2021

Job Description prepared by: An Daras

**PERSON SPECIFICATION**

**Job Title:** Extended School Leader

**Person specification prepared by:** An Daras

**Date:** July 2021

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Relevant Experience** | Experience of working with children in a supervisory capacity | Experience of working with children within a school or similar environment | Application form/interview |
| **Education & Training** | Attainment of Level 1 Standard of education or be able to demonstrate an equivalent level or knowledge. | * Food hygiene certificate * First Aid (paediatric) training * First Aid training * Health & Safety training * Evidence of Child Protection training | Application form/interview |
| **Special Knowledge & Skills** | Good communication skills.  Ability to prioritise between different demands.  Good organisation skills | Conflict resolution abilities. | Application form/interview  References |
| **Any Additional Factors** | Self motivated and enthusiastic.  Patient, tolerant and friendly approach.  Uses initiative as well as a team player.  Displays an awareness, understanding and commitment to the aims and ethos of childcare and play provision. |  | Application form/interview  References |