



# Extended Schools Assistant

**Reports to: Head of School**

**Salary Range:** NJC Scale 1, Point 1 £22,416

Pro Rata Salary for Part-time Appointment, Actual Salary £5,412

**Hours:** 10 hours per week, 3.30 to 5.30 pm, Term time only

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## Job description

### Main Duties

To assist the Extended Schools Leader in managing full care Extended School clubs for up to 30 pupils, ensuring a provision of activities that provide care, recreation, and the potential to deliver physical, social, creative and intellectual skills through play.

#### Support for the pupils:

- To help plan and deliver a broad programme of educational activities including sports, games, crafts, discussions and projects
- To work with pupils, understanding how to motivate and encourage them to develop and achieve
- To organise, supervise and lead activities
- To actively support the integration of pupils with special needs
- To act as a role model for pupils and provide support for distressed pupils
- To deal with minor incidents and the health and hygiene of the pupils

#### Support for the Parents/Teachers:

- To work under the direction of the Extended Schools Leader
- To liaise with parents/carers
- To liaise with and inform staff and other agencies as appropriate

#### Administration and Finance:

- To help carry out any administrative tasks for the Breakfast Club including control of cash, record keeping, security and communication (verbal or written)
- To help with collection of Breakfast Club fees in accordance with agreed policy

#### Health, Safety and Welfare:

- To ensure the provision of a safe and healthy environment ensuring that legislation relating to health, safety and welfare of the pupils and staff is complied with at all times
- To be aware of child protection issues and the School's Safeguarding policy and procedures
- To ensure that acceptable standards of behaviour are maintained at all times.

This job description is non-contractual and not necessarily a comprehensive definition of the post. It will be reviewed at appraisal and may be subject to modification or amendment at any time, in line with the changing needs of the Trust, after consultation with the holder of the post.