

**Job Roles: Extended Schools Assistant**  
**Pay Points: 2 - 4**  
**Locality: School Role with Full Mobility**  
**Special School with Full Mobility**



The Consortium Trust is a lifelong learning community. It recognises, will promote and expects sharing of best practice. All employees are expected to participate with this ethos and there may be opportunities where you will be expected to mentor, advise or share best practice with colleagues.

Consortium Trust schools and settings provide education for children between the ages of 6 months to 18 years old, many with complex additional needs and challenging behaviour. It is likely that there will be occasions where it will be necessary to adjust or amend a role to continue to provide the appropriate educational support for individual children. All job descriptions are subject to interpretation and alterations according to the setting and age, requirements and capabilities of the child.

**\*Please note the relevant professional standards should be read in conjunction with this document, including but not restricted to**

## **JOB PURPOSE**

The Extended Schools Assistant is responsible for the design and implementation of an exciting programme of games and activities at either ends of the school day. The published programme should be relevant for a range of ages and abilities of children whilst supporting the school and the curriculum. Food & drink preparation may be necessary. Extended Schools Assistants work under the direction of the Academy Head/Senior EYFS Practitioner, whether with a small group of children or an individual pupil.

All duties will be carried out within recognised procedures or guidelines relevant to the age of the children and the Academy Head/Senior EYFS Practitioner will be available for support and guidance. The level of expertise is relevant to the pay point and experience of the employee.

There will be some need to interpret information or situations to solve both straightforward problems and there may be the need to respond independently to unexpected more complex problems. The employee has access to a line manager for advice and guidance.

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to their existing level of experience and responsibility.

## **TEACHING AND LEARNING ACTIVITIES**

- Devise and implement/support an interesting programme of activities that may be altered according to age of child/ren.
- Prepare a range of nutritionally balanced refreshments.
- Work with pupils, either one-to-one or in small groups, some of whom may have Special Educational Needs and may need further support with accessing an activity.

- Establish productive working relationships with pupils, acting as a role model and setting high expectations while encouraging pupils to interact and work co-operatively with others.
- To meet the personal care needs of pupils whilst encouraging independence (including toileting and feeding)
- To contribute to a high standard of physical, social, emotional and intellectual care.
- Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents.
- Design and use and disseminate effective strategies to promote positive behaviour
- Use ICT skills to support and enhance pupil's learning
- Design, organise and manage learning activities in ways which keep learners safe.
- Devise or contribute to clearly structured activities that interest and motivate pupils and advance their learning

## **MONITORING AND ASSESSMENT**

- Monitor children' responses to activities and modify the activities accordingly
- Be responsible for keeping and updating records as agreed with the Academy Head/ Senior EYFS Practitioner, contributing to reviews of systems/records as requested.
- Work with the Academy Head / Senior EYFS Practitioner in planning, evaluating and adjusting sessions as appropriate, and establishing an appropriate learning environment.
- Provide general clerical/admin support e.g. produce registers, worksheets for agreed activities etc.
- Liaise sensitively and effectively with parents/carers as agreed with the Academy Head / Senior EYFS Practitioner within your role/responsibility.

## **PERSONAL SPECIFICATION**

### **PROFESSIONAL ATTRIBUTES**

- Have high expectations of children and young people with a commitment to helping them fulfil their potential
- Establish fair, respectful, trusting, supportive and constructive relationships with pupils
- Demonstrate the positive values, attitudes and behaviour they expect from pupils
- Communicate effectively and sensitively with children, young people, colleagues, parents and carers
- Recognise and respect the contribution that parents and carers can make to the development and wellbeing of all
- Demonstrate a commitment to collaborative and cooperative working with colleagues
- Improve their own knowledge and practice including responding to advice and feedback
- Able to supervise larger numbers of pupils
- Creative ways of learning/making learning interesting
- Ability to use a basic range of kitchen equipment to prepare refreshments.

### **PROFESSIONAL KNOWLEDGE AND UNDERSTANDING**

- Understand the key factors that affect children and young people's learning and progress
- Know how to contribute to effective personalised provision by taking practical account of diversity
- Have sufficient understanding to encourage the participation and the development of children.

- Have achieved a nationally recognised qualification at Grade C/4 or above in English/literacy and Mathematics/numeracy
- Know how to use ICT to support their activities
- Use of guillotine, craft knives, glue guns etc. when displaying work or helping pupils in practical lessons
- Ability to adapt activities (if required) at short notice
- Know how to support learners in accessing activities in accordance with the special educational needs (SEND) code of practice and disabilities legislation
- Basic knowledge of First Aid/Paediatric First Aid
- Ability to access and follow school and Trust policies and procedures
- Attend and participate in regular meetings and take part in training and other learning activities as required by both the school and Trust.

#### **NOTES**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the setting at the reasonable discretion of the Academy Head.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to their existing level of experience and responsibility.