

Application Pack

Extra Time Worker

October 2023



**Deputy Headteacher**

Dear Applicants

Welcome and thanks for your interest in our school. We are looking for the right person to support a new chapter in our successful before and After School Club provision, a person who is fully committed to all aspects of safeguarding and child protection.

We need someone who will enjoy the challenge of delivering activities for a wider range of children. Someone who will relish the chance to offer a homely, welcoming space for children at the beginning and end of the day. And finally someone who cares and will build strong relationships with our children so that they look forward to coming to school each day!

The team are all professional and positive and as a result our children get the best experience possible. So a love of team working will be important in this role.

From this process we are looking for someone who has the child at the heart of all they do. We have a socially diverse intake and so our team need to be skilled in understanding that the life of every child is different and as a result their need will be too. After school club should be a safe, calm and fun place to be.

The right candidate is someone who is creative, adaptable and with a passion for children’s right to achieve their individual goals. Someone who is emotionally intelligent and is able to use that to support the children they work with.

We would welcome those interested to come and have a look at the setting. To make a 1-1 appointment please contact my Business Manager sbm@fieldheadcarr.leeds.sch.uk or contact us on 0113 2930226.

We look forward to receiving your applications.

Best wishes

Mrs Emma Wraighte

Head Teacher

*\*Please be aware this role is subject to enhanced DBS and Barred List checks and all appointment offers will be made conditionally subject to the return of references and DBS clearance. It is an offence to apply for a post working with children if you are identified on the barred list*.

**What the post entails:**

Pay Scale- B1 point 4-6

3-6.15pm (3hrs 15 daily)

Term time hours: 16.25 hours per week

+ 15 additional days in school holidays per annum

**Role of Extra Time worker- Job Description**

This document lays out the fine detail of the job role of Extra Time Worker (ETW)

Abreviations:

ETL- Extra Time Leader

HT- Headteacher

DHT- Deputy Headteacher

DSL- Designated Safeguarding Lead

**Conduct**

* ETW to maintain a calm professional manner when dealing with children, parents and staff
* ETW to maintain levels of professional integrity and confidentiality when dealing with children and families information
* ETW is to take consideration of Data Protection protocols to ensure Extra Time data is appropriately managed
* ETW is to follow safeguarding protocols to ensure school practice is consistent for children and families- Extra Time Leaders and DSL will support in planning for staff training, managing disclosures and planning for actions to support children and families

**Being part of the team**

* ETW to undertake workload are in a timely manner
* ETW to be a positive, warm and proactive member of the team
* ETW will engage purposefully with the children in their care during sessions
* ETW will take advice and support when working with children with SEMH, SEN and Behaviour needs to ensure they can have the same experience as their peers
* ETW will attend a monthly meeting with staff team to hear key info and training- date TBC annually by ETL. Those staff working as TA’s in school will be released to attend these meetings
* ETL will maintain a training log for the team to ensure that statutory training deadlines are not missed for core staff. Individual staff members must be proactive in requesting and monitoring their own professional development needs and liaise with ETL so that training can be delivered
* ETW will receive yearly Performance Management as part of their role
* ETW will be responsible for modelling good professional conduct and kindly challenging performance in colleagues in the team. ETL & DHT will support plan for any underperformance of staff- individual practice will be reviewed, training needs identified and underperformance or poor conduct challenged
* Support and training will be provided by school for ETW to ensure confident and professional delivery of the role in line with school practice and procedure.
* ETW to support parent by being informed about upcoming school and Extra Time events and willing to chat through questions and queries
* Holiday staffing is to be planned by ETL and confirmed with HT two weeks in advance of each holiday. They will then share with the Extra Time team. Any holiday request from Extra time Staff in holiday need to be requested 4 weeks in advance to allow for staff planning.
* All general holiday requests from Extra Time staff must be made more than 14 days in advance of the event.

**Activities**

* ETW to deliver their activities following the ETL’s planning (uploaded by ETL onto the school server weekly)
* ETW to work as part of the Extra Time team to resource and deliver daily activities
* ETW to add work to display boards to be used to celebrate termly learning from Extra Time
* ETW to support trips as part of holiday provision
* ETW to support the termly audit of resources to ensure that all toys and equipment are fit for purpose
* During monthly meeting the staff team will review termly planning to ensure that the needs of all age groups are being met in Extra Time- refine and develop planning and activities to maximise the skills of the team and deliver high quality provision for the children

**Food**

* ETW to support in the cooking and cleaning up as part of daily sessions
* ETW to prepare food in line with Food Safety Guidance (training provided to all staff)
* Support with weekly food audit so the food order can be completed by ETL in good time to provide balanced and nutritious options for the children

**Data and record keeping**

* ETW to support the maintenance of accurate records of children attendance- to allow for accurate billing and projected staffing
* ETW to ensure dietary, medical and wellbeing considerations are applied when serving snacks and tea
* ETW to workl with a high level of professional integrity and confidentiality when dealing with children and families personal information
* ETW to support the ETL in maintaining correct phone numbers for HT, DHT, Inclusions Team, Caretaker and Safeguarding Team, to allow for efficient communication with appropriate staff during non-school hours
* Support to be requested proactively where issues or concerns arise- ETL to see HT or DHT for support

**Health and Safety**

* ETW to complete Fire Safety numbers sheet daily
* ETW to maintain and accurate medical and dietary needs sheet for the children in Extra Time- with support from the office to share information
* ETW to liaise with HT and DHT to ensure regular Safeguarding update information to Extra Time meetings- in line with Staff meeting practice
* ETW to ensure they understand procedures for: Fire alarms, Evacuation, Invacuation, Lock Down, First Aid Emergency, Safeguarding disclosure and be proactive in getting information advice and support from the ETL where they are not sure.

**Closing date for applications: 16th October**

**Interviews**

*Interviews will be undertaken in person on site at Fieldhead Carr Primary School. We welcome any pre application emails to ask any questions about our school.*

*To arrange this, or for an application pack, please contact the School Business Manager, via email sbm@fieldheadcarr.leeds.sch.uk*

*All applications to be returned to Debbie Hillerby*

More information can be found on our website: <https://www.fieldheadcarr.leeds.sch.uk/>

**EMPLOYEE SPECIFICATION**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential Requirements’ indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under ‘Desirable Requirements’ are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates**.**

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| METHOD OF ASSESSMENT(MOA) | A = Application FormT = TestI = InterviewC = Certificate |

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| **SKILLS** | **Ess** | **Des** | **MOA** |
| Good numeracy/literacy skills | \* |  | A & I |
| Able to use a range of office equipment (e.g. printers, photocopiers, fax). | \* |  | A & I |
| Ability to relate well to children and adults | \* |  | A & I |

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| **KNOWLEDGE/QUALIFICATIONS/TRAINING** | **Ess** | **Des** | **MOA** |
| Working with or caring for children of relevant age | \* |  | A & I |
| Appropriate knowledge of first aid |  | \* | A  |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |  | \* | A & I |
| Participate in development and training opportunities | \* |  | A & I |
| Completion of DfES Teacher Assistant Induction Programme |  | \* | A & C |

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| **EXPERIENCE** | **Ess** | **Des** | **MOA** |
| Experience of dealing with queries from a wide range of people | \* |  | A & I |
| Experience in the use of relevant ICT packages | \* |  | A & I |

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| **BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS** | **Ess** | **Des** | **MOA** |
| Willing to abide by the Council’s Equal Opportunities Policy in the duties of the post, and as an employee of the Council. | \* |  | I |
| Willing to carry out all duties having regard to an employee’s responsibility under the Council’s Health and Safety Policies | \* |  | I |
| To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives | \* |  | I |
| An ability to respect sensitive and confidential work. | \* |  | I |
| Commitment to own personal development and learning. | \* |  | I |