



Job Title: **Extended Services Education Assistant**

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| Grade | 5 |
| Details | Termtime – 25 hrs pw Mon to Fri 7-9am and 3-6pm Annual Leave – enhanced 25 days per year plus 8 Bank Holidays (Pro Rata for part time) |
| Post Number | |
| Responsible to | Extended Services Support Lead |
| Key Relationship | Extended Services Support Lead, Extended Services Manager, Discovery Early Years Lead, Headteacher |
| Job Purpose | <ul style="list-style-type: none"> To support the School Support Lead and Deputy Lead in the provision of high-quality activities and care for pupils within the Wrap Around Care provision. |
| Occupational Standards | <ul style="list-style-type: none"> To have regard for and work within the Discovery Wrap Around Care Framework 2023 |

Main Duties and Responsibilities

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| 1. | To maintain a duty of care for all children that attend the Extended Services wrap Around Care |
| 2. | To complete Paediatric First Aid training and assist with First Aid incidents/accidents. Comfort and supervise children who are ill or have had an accident, administering to their needs, as appropriate and referring to the Extended Services Support Lead/Deputy and/or First Aider ensuring that accidents are recorded appropriately. |
| 3. | To establish and maintain positive relationships with children and Extended Services provision teams. |
| 4. | Demonstrate a high level of care and engagement with the children at all times during their time within the provision. |
| 5. | Be aware of apply all policies and procedures in accordance with Discovery Trust, with particular reference to Safeguarding, Child Protection, Health and Safety. |
| 6. | Apply the highest confidentiality with issues that might arise. Always be sensitive and respectful to the different needs and requirements of children and families. |
| 7. | To maintain communication with the Extended Services Support Lead, and Deputy Lead. |
| 8. | Participate in training associated with the WAC role – this includes annual Discovery conferences, FLICK training, and other training deemed appropriate in order to develop your role and expertise. |
| 9. | Assist with the organisation of equipment and accommodation. |
| 10. | Refer any instance of unacceptable behaviour or concerns they may have about children to the Extended Services Support Lead/Deputy. |
| 11. | Mop up spillages and accidents with the use of appropriate materials/equipment. |
| 12. | Ensure the menu provision is presented in a high-quality manner that encourages children's healthy eating positively, and supervise children at snack/mealtimes creating a happy atmosphere and promoting good manners. |
| 13. | Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities. |
| 14. | To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate. |
| 15. | Assist children undertaking activities, ensuring that all have equal opportunity to develop to their individual and team skills. |

Extended Services Support Lead Person Spec

| | Essential | Desirable | How assessed |
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| <u>Qualifications</u> <ul style="list-style-type: none"> • Level 2 NVQ or CACHE or working towards • Evidence of continuing professional development in childcare • Paediatric First Aid | | ✓ ✓ ✓ | |
| <u>Experience</u> <ul style="list-style-type: none"> • Experience of working with children in a play, childcare or out of school setting • Experience of making inviting snacks | ✓ | ✓ | |
| <u>Knowledge</u> <ul style="list-style-type: none"> • Knowledge of Safeguarding and Health and Safety procedures | | ✓ | |
| <u>Skills/Attributes</u> <ul style="list-style-type: none"> • Ability and willingness to undertake professional development. • Good interpersonal skills. • Empathy with children and young people. • Ability to work effectively as part of a team. | ✓ ✓ ✓ ✓ | | |
| <u>General Circumstances</u> <ul style="list-style-type: none"> • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. | ✓ | | |
| <u>Factors not already covered</u> <ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010 | ✓ | | |