



Job Title: **Extended Services Education Deputy Lead**

Grade	7 Pay Point 11-14
Details	Term Time – 35 hrs pw 7-9am and 2.45-6pm (With some flexibility with the hours) Non-Term Time – 45 hrs pw (with an unpaid lunch break) Average 37hrs per week over 52 weeks Annual Leave – enhanced 25 days per year plus bank holidays.
Post Number	
Responsible to	<ul style="list-style-type: none"> Extended Services Manager
Key Relationship	<ul style="list-style-type: none"> Extended Services Manager/Extended Services Lead Team/Early Years Lead
Job Purpose	To work with the Extended Services Lead/Team to support the following: <ul style="list-style-type: none"> To take responsibility for the care and education of children within Discovery Extended Services Provision – Wrap Around Care and Holiday Camps To contribute to providing high quality provision and cover for Extended Services and Discovery Primary Schools in To provide a flexible approach to supporting Discovery Extended Provisions in a range of contexts
Occupational Standards	<ul style="list-style-type: none"> To have regard for and work within the Discovery Wrap Around Care Framework 2023 To have regard and work within the criteria for the Discovery Holiday Camp Framework 2023

Main Responsibilities

1.	To maintain a duty of care for all children that attend the Extended Services Provisions
2.	To establish and maintain positive relationships with children, pupils, school and Extended Services provision teams
3.	Be aware of apply all policies and procedures in accordance with Discovery Trust, with particular reference to Safeguarding, Child Protection, Health and Safety.
4.	Apply the highest confidentiality with issues that might arise. Always be sensitive and respectful to the different needs and requirements of children and families when working across different provisions.
5.	To maintain communication with the Extended Services Manager, Extended Services Support Lead, and wider Extended services Lead Team.
6.	To step into the Lead role within Wrap Around Care and Holiday Camp in the absence of the Extended Services Support Lead
7.	To complete Paediatric First Aid training and assist with First Aid incidents/accidents.

WAC/Holiday Camp Deputy Lead Duties

1.	To be responsible for the organisation of high- quality activities for children attending the Wrap Around Care and Holiday Camp provision.
2.	To organise and support individuals implementing quality childcare with the support of the Extended Services Support Lead.

3.	To support the Extended Services Support Lead in ensuring staff are appropriately deployed and directed within WAC/Holiday Camp.
4.	Coordinate and liaise with the Extended Services Support Lead, to plan and produce a planned timetable of activities to be implemented to ensure the children have a fun, active, exciting and interesting experience with WAC/Camp. This will include craft sport, games, and other play activities across age range EYFS, KS1 and 2.
5.	Participate in training associated with the Lead WAC/Camp role – this includes annual Discovery conferences, FLICK training, and other training deemed appropriate in order to develop your role and expertise.
6.	To fulfil the expectations of practice as set out in the Discovery Wrap Around Care Framework 2023 and the Discovery Holiday Camp Framework 2023 in all areas. Positive Relationships, Enabling Environments, Healthy Minds and Bodies, Safe Systems.
7.	Comfort and supervise children who are ill or have had an accident administering to their needs, as appropriate and referring to the nominated First Aider ensuring that accidents are recorded appropriately. Attend to children's intimate care needs according to policy and procedures.
8.	Organise equipment and maintain a safe environment ensuring broken or damaged equipment is removed from circulation.
9.	Ensure a healthy and balanced menu is provided and that standards of food presentation and supervision at mealtimes is of a high standard. Ensure mealtimes are a happy, healthy and positive experience for the children.
10.	Ensure that the WAC/Camp teams engage with the children at all times, creating a positive, caring and trusting experience for the children.
11.	Refer any instance of unacceptable behaviour or concerns that may have about the children or team, to the Extended Services Support Lead – recording matters in accordance with policy and procedures.
12.	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.
13.	Plan, implement, support, and assist children undertaking activities, ensuring that all have equal opportunity to develop to their individual and team skills.
14.	Promote, create and maintain an appropriate ethos that attracts and encourages children within our provisions.

Extended Services Support lead Person Spec

	Essential	Desirable	How assessed
<u>Qualifications</u>			
<ul style="list-style-type: none"> Level 3 in Supporting Teaching and Learning or equivalent OR able to demonstrate the ability to meet the SLT Level 3 National Occupational Standards relevant to this post. 		√	App/Doc
<ul style="list-style-type: none"> Level 2 qualifications in Maths/Numeracy, English/Literacy OR able to demonstrate competency in Literacy and Numeracy equivalent to Level 2. 		√	App/Doc
<u>Experience</u>			
<ul style="list-style-type: none"> Experience of working in a teaching/learning support role 	√		App/Ref
<ul style="list-style-type: none"> Experience of working in a wraparound or camp (or similar) provision 		√	App/Ref
<ul style="list-style-type: none"> Ability to lead a team of adults 	√		App/Int

<u>Knowledge</u> <ul style="list-style-type: none"> Knowledge of Safeguarding and Health and Safety procedures 	√		App/Int
<u>Skills/Attributes</u> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Experience of working with children of a relevant age Effective communicator High level of personal organisation Empathy with children and young people. Ability to work effectively as part of a team. 	√ √ √ √ √ √ √		App/Int App/Ref/Int App/Ref/Int App/Ref/Int App/Ref/Int App/Ref/Int
<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. Attendance – evidence of regular attendance at work 	√ √		App/Ref/Int App/Ref/Int
<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 	√		App/Ref/Int