



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

Grade	8- Starting Pay Point of 18
Hours	Termtime – 35 hrs pw 7-9am and 2.45-6pm (With flexibility with working shift pattern) Non Termtime – 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/Headteachers/Early Years Lead
Job Purpose	<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 provide high quality provision and cover for Discovery Extended Services 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 and work within the criteria for 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 Extended Services Provisions
2.	To establish and maintain positive relationships with children, pupils, school and Extended Services provision teams
3.	To assist the Extended Services Manager in disseminating, and applying 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 complete Paediatric Fist Aid training and assist with First Aid incidents/accidents.

WAC/Holiday Camp 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.
3.	To ensure staff are appropriately deployed and directed within WAC/Holiday Camp.
4.	Liaise and work in partnership with relevant school professionals such as the SENCO/ELSA to ensure all children have their needs met within Extended Services provisions.
5.	To support other WAC/Camp Leads with their role. Offering guidance and role modelling.
6.	Be a Lead cover at other WAC provisions where support is required.

6.	Coordinate and liaise with the WAC/Camp team 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.
7.	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.
8.	Provide performance feedback to team members within WAC/Camps as pertinent to the role.
9.	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.
10.	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. Ensure team members fulfil comfort, supervision and intimate care expectations of the provision.
11.	Ensure procedures are in place for organising equipment safely, maintaining a safe environment that ensures broken or damaged equipment and removing from circulation.
12.	Deal with, follow up on and manage unacceptable behaviour or concerns that they may have regarding children, families, or the team. Liaise where required with the Extended Services Manager.
13.	Manage the budget, registers, parent/family coms, food orders, and other associated administration processes for the Wrap Around Care.
14.	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.
15.	Ensure that the WAC/Camp teams always engage with the children, creating a positive, caring and trusting experience for the children.
16.	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.
17.	To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the Discovery central staff team.
18.	Plan, implement, support, and assist children undertaking activities, ensuring that all have equal opportunity to develop to their individual and team skills.
19.	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
Qualifications			
<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
Experience			

<ul style="list-style-type: none"> • Experience of working in a teaching/learning support role • Experience of working in a wraparound or camp (or similar) provision • Experience of managing a budget • Ability to lead a team of adults 	<p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p>	<p>App/Ref</p> <p>App/Ref</p> <p>App/Ref/Int App/Int</p>
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Knowledge of Safeguarding and Health and Safety procedures 	<p>√</p>		<p>App/Int</p>
<p><u>Skills/Attributes</u></p> <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. • Ability to formulate and monitor policies and procedures 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>App/Int</p> <p>App/Ref/Int</p> <p>App/Ref/Int</p> <p>App/Ref/Int</p> <p>App/Ref/Int</p> <p>App/Ref/Int</p> <p>App/Ref/Int</p> <p>App/Ref/Int</p>
<p><u>General Circumstances</u></p> <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 	<p>√</p> <p>√</p>		<p>App/Ref/Int</p> <p>App/Ref/Int</p>
<p><u>Factors not already covered</u></p> <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 	<p>√</p>		<p>App/Ref/Int</p>