

JOB DESCRIPTION & PERSON SPECIFICATION



SCHOOL: St Joseph's Catholic Primary School, Hartlepool

POST TITLE: Extended School Leader

BAND: Band 1 SCP 3

REPORTS TO: Headteacher / School Business Manager / PSA

MAIN PURPOSE: To work under the direct instruction of the Head Teacher/School Business Manager. To supervise pupils during the extended school day period and ensure that problems are resolved or referred to an appropriate level.

Effective from: 6th March 2023

This appointment is with the Board of Directors of Bishop Hogarth Catholic Trust under the terms of the Catholic Education Service contract signed with the directors as employers.

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TASKS:

- Supervise Pupils as they arrive at school for their extended care following set procedures for recording attendance
- Help prepare and serve breakfast/Snacks
- Ensure that pupils wash their hands before they eat
- Assist with the hall and kitchen following breakfast/snack service
- Report to the Head Teacher/PSA any child whose diet may give rise for concern
- Take charge of groups of children in the hall and supervise actives.
- Devise and initiate constructive play opportunities for children when required
- Ensure that children remain within a safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Attend to minor accidents sustained during the club opening times, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill, and again seek appropriate assistance
- Report to the Head Teacher/PSA any acts that constitute serious infringements of school rules
- Work under the direction of the Headteacher
- Liaise effectively and professionally with staff; teachers and parents, as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

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The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

A Member of the Bishop Hogarth Catholic Education Trust
Company Registration Number 7808732
Registered in England and Wales
Registered Office: Bishop Hogarth Catholic Education Trust, The Headlands, Darlington,
DL3 8RW

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POST TITLE: Extended Schools Assistant

BAND: Band 1 SCP 3



	ESSENTIAL			DESIRABLE		
	Attribute	Stage Identified		Attribute	Stage Identified	
QUALIFICATIONS & TRAINING	E1	Basic skills / Induction	I	D1	First Aid training	AF/C
	E2	Willingness to participate in training and development opportunities	I/R	D2	Child Protection training	AF/C
EXPERIENCE	E3	Experience of dealing with children of a similar age	AF/I/R	D3	Experience of working in a school environment	AF/R
SKILLS / KNOWLEDGE	E4	Ability to relate well to children and adults	I/R	D4	Relevant knowledge of First Aid	AF
	E5	Good communication skills	I/R	D5	Knowledge of Child Protection	AF/I
	E6	Ability to work effectively as part of a team	I/R	D6	Knowledge of Health & Safety	AF/I
	E7	The ability to organise activities for children in conjunction with other staff in school	I/R	D7	Equal opportunities and recognising the nature of the diverse school community	I/R
	E8	The ability to be proactive and ensure that children's play times are safe and happy	AF/I/R			
	E9	Able to use own initiative	I/R			
	E10	The ability to manage behaviour of children in a positive and supportive manner	I/R			

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	E11	An understanding of hygiene and good health	I/R
PERSONAL ATTRIBUTES	E12	Friendly and approachable and professional manner	I/R
	E13	Calm approach	I/R
	E14	A commitment to working as part of the whole school team and supporting the vision and ethos of the school	I/R
	E15	Caring attitude towards pupils and parents	I/R
	E21	Suitability to work with children.	AF/R/I/D

Key – Stage Identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure & Barring Check

Issues arising from references will be taken up on interview, all appointments are subject to satisfactory references and DBS.

A member of the Bishop Hogarth Catholic Education Trust.

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