

**Job Profile**  
**Deputy Lead Practitioner**  
**Extended Schools/Childcare Out of Hours**  
**Level 3**  
**G4**

<b>Job purpose:</b>	<p>To work under the guidance of senior staff and within an agreed system of supervision implement agreed work programmes with individuals or groups, in or out of the setting</p> <p>To plan, manage and organise the out of school activities to ensure that all policies and procedures are adhered to.</p>		
<b>Reporting to:</b>	Headteacher/senior staff		
<b>Responsible for - Staff</b>	Day to day supervision of setting staff (in the absence of the Lead Practitioner)		
<b>Liaising with:</b>	Children, parents/carers other members of staff		
<b>Grade of post:</b>	G4	<b>Gauge ref:</b>	A23514
<b>Disclosure level:</b>	Enhanced		

<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• To provide care and supervision of children at all times, responding to their individual/special needs and ensuring safety and access to play/activities and safeguarding their health and wellbeing.</li> <li>• To manage the setting in the absence of the Lead Practitioner.</li> <li>• To ensure that all registration, parental consents and children's personal details form are complete and up to date.</li> <li>• To plan, manage and prepare resources to support children's intellectual, physical, social, language development.</li> <li>• To maintain good order and keep children safe</li> <li>• To provide personal care and respond to hygiene needs when required</li> <li>• To be responsible for the preparation and maintenance of equipment and materials necessary for the relevant activity</li> <li>• To establish constructive relationships with children, interacting with them according to their individual needs</li> <li>• To work in partnership with parents/carers, school staff and other professionals</li> <li>• To monitor children's responses to learning activities, record progress and achievement, update records and to provide general clerical support as directed.</li> <li>• To promote good behaviour in pupils, dealing promptly with conflict and incidents in line with established policy.</li> <li>• To promote inclusion and acceptance of all children.</li> <li>• To be the appointed first aider</li> <li>• To comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the Senior management and to complete all necessary paperwork as necessary.</li> </ul>

<b>Other Specific Duties</b>
To carry out the duties in the most effective, efficient and economic manner available.
To continue personal development in the relevant area.
To participate in the staff review and development appraisal process.
<b>Health and Safety Training</b>
To undertake Health and Safety Training on areas within your area of work.

**Person Specification/Selection Criteria**  
**Deputy Lead Practitioner**  
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## A. Experience

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b> A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with or caring for children of a relevant age or learning need	E		A, I, R
Experience of supervising staff		D	A, I

## B. Training and Qualifications

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Level 2 in playwork/childcare or equivalent teaching assistant qualification	E		A, I
Level 3 in playwork/childcare/ or willingness to work towards or equivalent teaching assistant qualification		D	A, I
Good numeracy and literacy	E		A, I
2 GCSEs A-C or equivalent preferably in English Language and Mathematics		D	A, I
Commitment to undertake further relevant training	E		A, I
First Aid Certificate (paediatric) or willingness to undertake	E		A, I
Basic Food Hygiene Certificate or willingness to undertake within agreed timescale	E		A, I

## C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Knowledge of current Government legislation relating to early years and childcare	E		A, I
Understanding of relevant legislation, current policies and codes of practice	E		A, I

Knowledge of relevant policies and codes of practice	E		A, I
Knowledge and understanding of equality and diversity	E		A, I
Knowledge of child development and learning processes	E		A, I
Knowledge of Health and Safety	E		A, I

## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to develop and implement programmes of work for individual and groups of children in accordance with their needs		D	A, I
Ability to deal with minor injuries	E		A, I
Ability to prepare simple snacks and/or meals	E		A, I
Ability to supervise other staff	E		A, I
Ability to use IT to support learning		D	A, I

## E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I