

Job Profile

Extended Schools/Childcare

Level 1

Job purpose:	Under the guidance of senior staff and within an agreed system of supervision to deliver agreed work programmes to individual or groups of children in or out of the setting		
Reporting to:	Headteacher/senior staff		
Responsible for			
Liaising with:	Children, parents/carers other members of staff		
Grade of post:	G2	Gauge ref:	A23517
Disclosure level:	Enhanced		

Job Outline
<ul style="list-style-type: none"> • To provide care and supervision of children at all times, responding to their individual/special needs and ensuring safety and access to out of school hours learning/play/activities and safeguarding their health and well being. • To provide personal care and respond to hygiene needs if required. • To be responsible for the preparation and maintenance of equipment and materials necessary for the relevant activity as directed by senior school staff. • To establish constructive relationships with children, interacting with them according to their individual needs. • To monitor children's responses to out of school hours learning activities and record progress and achievement as directed. • To promote good behaviour in pupils, dealing promptly with conflict and incidents in line with established policy for out of school hours learning activities. • To promote inclusion and acceptance of all children.

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

Schools Job Profile Acceptance Form

Out of School Hours Learning

Level 1

G2 – A23517



SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print Name Jobholder: _____ NI No: _____

School Name: _____

DFES _____

Please sign and return to your manager.

Person Specification / Selection Criteria Extended Schools/Childcare Level 1



A. Experience

	Essential	Desirable	Source 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

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 2 in playwork/childcare/ or equivalent level of relevant experience		D	A, I
Willingness to undertake basic first aid		D	A, I
Basic level of numeracy and literacy	E		A, I
Basic Food Hygiene Certificate or willingness to work towards	E		A, I

C. Knowledge and Understanding

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

	Essential	Desirable	Source
Basic understanding of the statutory framework for Early Years and Foundation stage	E		A, I
Understanding of child development and learning		D	A, I
Awareness of relevant legislation, policies and codes of practice		D	
Understanding of child development and learning processes		D	A, I
Knowledge of basic Health and Safety		D	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 deal with minor injuries		D	A, I
Ability to prepare simple snacks and/or meals	E		A, I
Ability to relate well to children and adults	E		A, I
Ability to use IT to support learning	E		A, I

E. Legal Issues

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