



Job Description

POST TITLE: Extended Schools Support

REPORTS TO: Extended School Lead, and/ or Senior Leadership Team

All members of the team employed by the Academies for Character and Excellence support and promote the Trusts mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us

MAIN PURPOSE OF THE POST:

To assist with the day to day responsibility and organisation of the children in our care.

SUMMARY OF RESPONSIBILITIES AND DUTIES

AREAS:

- To provide care for children of school age in a before/after school club setting.
- To support parents and carers with a smooth transition from home to the school setting, school to the setting and later to home.
- To take part in the daily registration of children and contribute to the safety and accountability of the children at all times.
- To help prepare snacks for the children and supervise.
- To contribute ideas and help with the planning of creative play opportunities suitable for children of differing ages, gender, abilities, and culture.
- Encourage the children to join in fun and active start to their days.

- To ensure that equipment is clean safe and in good working order at all times.
- Build a good rapport with team members, children and parents and carers.
- Carry out responsibilities in an equal opportunities framework.
- To work within agreed policies.
- To work in accordance with requirements of the Children's Act 1989 & 2004 and all other relevant legislation.
- To undertake training as appropriate to post.