

Job Title:	Extended Services Co-Ordinator	Grade	Scale 5
Reports to	Headteacher	Hours	25hrs per week – all year round

Main Purpose of the job:

Responsible to the Headteacher for the day-to-day operation of Kilmorie's Extended Services. To promote high-quality child-centred play, leisure and sports activities within a safe and secure environment. To play an active part in leading play, leisure and sport activities with enthusiasm and work as part of a team.

SUMMARY OF RESPONSIBILITIES AND DUTIES

1. Take lead responsibility for safeguarding and child protection across the provision. In your absence, ensure appropriate handover to other designated safeguarding leads to maintain continuity. Provide guidance and support to staff to enable them to effectively carry out their safeguarding responsibilities.
2. To co-ordinate activities assistants to ensure the provision of a friendly, caring, safe and secure environment which takes as its starting point the needs of the young person, overseeing the daily operation of clubs.
3. To take an active part in delivering these activities.
4. To work using own initiative to co-ordinate the planning, organisation and evaluation of play, leisure and sports programmes and opportunities, which reflect fully CYP's diverse and individual needs.
5. To use specialist skills and training to support individual children's needs and to advise on the management of challenging behaviours.
6. Attend to pupils' personal needs, provide advice to assist in their social, health & hygiene development and to provide advice to staff in this respect.
7. To be knowledgeable about play in the context of CYP with ASD, i.e., be aware of their impairment in this area and how the normal milestones of play in child development may need to be adapted to their needs.
8. To be able to co-ordinate the delivery of a fun and varied programme of activities for CYP.
9. To promote equality of opportunity and anti-discriminatory practice through both the programming of activities and by acting as a positive role model to the children.
10. To supervise Play Leaders and Play Workers and liaise with the Headteacher regarding any staffing issues that may arise.
11. Attend meetings as and when required by the Headteacher and to ensure the speedy dissemination of all information relevant to the staff team.
12. To develop and maintain good working relationships with Premises staff and relevant site users.

13. To develop and maintain relationships with parents/carers, liaising sensitively and effectively to provide information and to maintain confidentiality and professionalism.
14. To help maintain the safety and security of the schemes environment, responsible for the efficient implementation of the relevant emergency procedures including First Aid.
15. To ensure that procedures related to risk assessments in respect of all activities and outings proposed are adhered to thus ensuring the health and safety of all staff and young people.
16. To liaise sensitively and effectively with parents/carers, providing information where appropriate.
17. To ensure that procedures are completed in line with Ofsted registration guidelines and school policies.
18. To handle enquiries, complaints etc from scheme users and potential users in conjunction with the Headteacher and in line with school policy.
19. To protect children's rights, health, safety and well-being, to standards prescribed by OFSTED and current legislation such as the Children Act and Health and Safety at Work Act.
20. To ensure compliance with policies and procedures relating to safeguarding, health and safety, security and data protection, reporting all concerns to the Manager.
21. To participate in training and other activities as required.
22. To assist the Senior Leadership Team in the induction and training of new staff.
23. To provide information for reports as and when required by the Headteacher.
24. To carry out other appropriate duties as directed by the Head Teacher.

To carry out the duties of the post with due regard to the Equal Opportunities Policy and core values.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

**THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE SCHOOL TO MEET THE CHANGING
NEEDS OF THE SCHOOL.**

PERSON SPECIFICATION

JOB TITLE: Extended Services Co-ordinator **GRADE:** Scale 5

SCHOOL: Kilmorrie

POST NO:

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal Opportunities

Commitment to implement the Council's Equal Opportunities policies.
Awareness of Equal Opportunities issues.

S

Knowledge

A working knowledge of current legislation such as the Children's Act and Health & Safety at Work Act.
S

Knowledge of Safeguarding

Knowledge of the expected standards and requirements of OFSTED.

Knowledge of the day-to-day running of a play scheme.

Working knowledge of physical care routines , personal and medical needs of disabled children and young adults eg changing, toileting , feeding etc. **S**

Good knowledge of autism and strategies for managing challenging behaviour.

Qualifications

A childcare qualification and/or equivalent experience is essential and the acceptable qualifications are as follows: **S**

- City & Guilds caring for children 0-7 years.
- Accredited play scheme worker qualification.
- Youth work qualification.
- NVQ at level three as Teaching Assistant or in Childcare & Education with appropriate endorsements.
- Sports teaching and student teacher may be accepted in some circumstances.

First aid qualification **or willingness to undertake appropriate training**

Skills

Ability to work on own initiative with minimal supervision.

S

Ability to organise the day-to-day running of a special needs scheme and to devise an activity programme which is suitable for the needs of ASD children and young people. **S**

Good communication skills

S

Ability to work and communicate well with children with ASD and understand their individual needs.

S

Ability to co-ordinate and supervise teams of staff.

S

Ability to lead play activities with enthusiasm and work as part of a team.

S

Good ICT skills

Experience

Experience of **working with CYP with** challenging and complex behaviour

S.

Experience of working with CYP with ASD.

Experience of staff training and **supervising** a team of staff

S

Experience in **organising** play, leisure and sports related activities for CYP.

Circumstances

This post is exempt from the Rehabilitation of Offenders Act. Any criminal convictions will need to be declared if you are appointed. Candidates must demonstrate a commitment to promoting the safeguarding and wellbeing of children and young people.

Physical

Generally candidates must meet the standard Lewisham requirements for the post

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the School's Equal Opportunities Policies and statutory responsibilities.