



JOB DESCRIPTION

Job Title: Extended Schools Provision and Short break Lead

Grade: SO2 : PT32 – PT34

Job Location: Barbara Priestman Academy

Responsible to: Executive Head/ Head of Academy

Expected working hours: 37 hours per week, to be worked Saturdays throughout the year plus week day hours by negotiation

Principal Responsibilities

- To provide strategic leadership of the Short Break Provisions (Saturday Club and Holiday Club) in conjunction with the Executive Head
- To lead on the organisation and staffing of all after school clubs
- To lead on the planning and organisation of summer school
- To provide general classroom and small group support in a range of educational and leisure activities

Main Duties

1. Providing strategic leadership of the Saturday Club and Holiday Club, attending sessions as appropriate to ensure the clubs are adhering to all statutory and Trust regulations and procedures
2. Providing strategic leadership of the Academy's extended school provision, e.g. after school clubs and summer school.
3. Reporting to the Executive Head on all aspects of the Provisions, particularly in relation to outcomes as defined in the tenders, outcomes for disadvantaged or LAC.
4. Liaising with the Trust Safeguarding Lead to ensure that all statutory requirements with regards to safeguarding across the Provision, including the implementation of Trust policies and procedures, are being adhered to
5. Arrange and monitor all training requirements in relation to meeting the needs of the students e.g. medical, Team Teach, etc
6. Ensure that all aspects of Health and Safety, both whilst on site and off site, are considered and statutory regulations in this area are strictly adhered to
7. Be actively involved in the recruitment and appointment of casual staff for the short breaks provision
8. Undertake the induction of new staff, ensuring that they are fully aware of the policies and procedures in place for the smooth running of the Short Break Provision

9. Ensure that all staff have equal access to employment opportunities, depending on their personal circumstances, giving due regard to the Trust's equality policy
10. Be actively involved in planning for the wider extended schools provision, including the preparation of short, medium and long term plans, to ensure that staff are aware of their roles each week, whilst still guaranteeing long term outcomes
11. Prepare appropriate risk assessments for activities which are taking place both on site, specific for individual rooms, and through external visits.
12. Prepare appropriate risk assessments for individual students attending the Short Breaks Provision, in conjunction with parents/ carers, and ensure staff are aware of risks and controls that are in place
13. Be actively involved in the organisation of external visits for the provision, ensuring that they are both appropriate and beneficial for the groups of students attending
14. Prepare bids for relevant funding to support the provision, in collaboration with the Trust Finance Manager
15. Act as line manager for the provision staff
16. Provide general classroom and small group support in a range of educational and leisure activities
17. Be an effective role model for the standards of behaviour expected of students
18. Work collaboratively with colleagues as part of a professional team
19. Work within Trust policies and procedures
20. Recognise equal opportunities issues as they arise and responding effectively, following Trust policies and procedures
21. Build and maintain successful relationships with students, parents/carers and staff
22. Other duties as requested by the Executive Head/ Head of Academy commensurate with the grade

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Carolyn Barker
Date: June 2016