



Laycock Primary School

Extended Schools Leader – Recruitment Pack



If we believe it, we can achieve it

26 Laycock Street • Islington • London • N1 1SW



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Extended Schools Leader

Laycock Primary School

Required for: **January 2025**

Contract: **Term-Time Only (Permanent)**

Grade: **Scale 6 (Spine 18 – 20)**

Hours: **15 hrs per week (3:10pm - 6:10pm)**

Salary: **£13,502 - £14,154**

Advert

Laycock Primary School is a unique community school with a 64-place provision for deaf children. We pride ourselves on being a friendly and welcoming school with a strong sense of community spirit. Our inclusive ethos reflects our belief that every child can thrive and achieve their goals in life.

We are seeking committed, reliable, and enthusiastic **Extended School Leader** to join our team. Your responsibilities will include leading the afterschool extended provision, supervising children, encouraging positive play, and ensuring their safety during extended school hours.

If you believe you are a good fit and would like to be part of our team, please read on and apply.

We encourage visits from prospective candidates. To arrange a visit please contact us: hr@laycock.islington.sch.uk

Closing date for applications: Midnight, Thursday 28th November 2024

Shortlisting: Friday 29th November 2024

Interviews: Wednesday 4th December 2024 (please provisionally request time-off)

To apply, click here: <https://jobs.islington.gov.uk/vacancies/1097/extended-schools-leader.html>

If you need any assistance, please email the hr@laycock.islington.sch.uk quoting reference: **LAY1097**

Laycock Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS disclosure. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations. An online search will be conducted on shortlisted candidates.

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Job Description

PURPOSE OF THE POST

To lead and be responsible for the day to day organisation of the After-School provision at Laycock Primary School, providing high standards of care and play opportunities for children between the ages of 3 - 11 years old in a safe and secure environment.

What you have to achieve:

- High standards of care and play opportunities.
- Compliance of all regulatory requirements stated in the Early Years Foundation Stage and by Ofsted.
- Positive working relationships with staff members, outside professionals, parents and carers.
- Happy, supported and engaged children.

MAIN RESPONSIBILITIES

- To lead the day to day organisation of the after-school provision and to monitor and evaluate the quality of the service.
- Create a safe, welcoming and friendly environment delivering high quality creative play opportunities embracing each child's individual needs, unique qualities and personalities.
- Provide care, play opportunities and activities in a homely and nurturing environment, with regard to the individual development needs of the children and age ranges of children.
- Liaise with the school with regard to the needs of the children who attend After School provision
- Liaise with parents to encourage parental involvement and support through the development of effective working relationships, providing professional and relevant feedback to parents/carers about their child.
- Ensure appropriate planning is in place to maintain the required standards, ensuring that the relevant equipment and resources are available, consulting with the Senior Leader Team when necessary.
- Be responsible for ensuring food safety and hygiene standards are adhered to at all time and upheld by all staff.
- Be responsible for the overall extended provision budget including Playcentre, Breakfast Club and Clubs. Manage stock levels and complete requisition orders when required.
- Ensuring that staff maintain professional boundaries in relationships with children and young people.
- Developing and sustaining positive relationships with the whole school community, including other staff, parents, carers, volunteers and other relevant agencies.
- Supervise and register children attending after school clubs and manage dismissal.
- Ensure registers are completed for children attending Playcentre and manage dismissal (or direct staff)
- Supervise the children throughout the session ensuring that ratios are adhered to at all times.
- Ensure that children are kept safe and that staff members understand and follow Safeguarding Procedures and record concerns on CPOMS

- Support all children by promoting positive strategies for unwanted behaviour, in line with the school's Behaviour Policy.
- Support all children with Special Educational Needs and Disabilities and liaise with the SENCO
- To ensure the after-school provision offers a high quality, inclusive environment which meets the needs of all children, regardless of social, culture, religion or beliefs.
- Develop and maintain highly professional working relationships with relevant Local Authority Advisors, outside agencies and regulatory bodies for support and guidance.

GENERAL RESPONSIBILITIES

- Keeping informed of current legislation, local and national issues and the implementation in daily work practice.
- Addressing professional boundary issues in their relationships with children and young people.
- Assisting in the efficient daily running of extended school activities, to include on and off-site safety, registration and documentation, charging system for the school
- Developing and sustaining positive relationships with the whole School community, other staff, parents, carers, volunteers and other relevant agencies.
- Exercising a general duty of care in accordance with the School's Health and Safety Policy and legislation, ensuring that a safe working environment exists in the designated area.
- To carry out such other minor and/or non-recurring duties, appropriate to the post, as may be directed.
- Where appropriate, to organise pupils from classroom, or the playground, and secure movement around the school as needed.
- Collaborate and show a flexible and enthusiastic approach to the role to improve the extended school experience.
- Consider individuals and groups of children of all levels of ability when organising play activities.
- Establish an exciting, purposeful and safe extended school environment, to enable children to feel secure and happy.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall aims of the school.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Deliver out of school learning activities within guidelines established by the school.
- To support, uphold and contribute to the development of the school's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Take the initiative as appropriate to develop multi-agency approaches to supporting pupils.

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

- To carry out the duties and responsibilities of the post, in accordance with Laycock's Health and Safety Policy and relevant Health and Safety Legislation.
- To promote the safeguarding of children
- To undertake training as appropriate.
- To undertake other minor and/or non-recurring duties appropriate to the post that may reasonably be required from time to time.

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Person Specification

CRITERIA

You must demonstrate on your application form that you meet the following essential criteria.

REQUIREMENTS	ESSENTIAL/DESIRABLE CRITERIA
EDUCATION AND EXPERIENCE	<p>E.1 Several years' experience of working effectively with primary school aged children (either paid or unpaid capacity) preferably in an education, childcare or play setting</p> <p>D.2 Experience of managing others and resources, preferably in an education, childcare or play setting.</p> <p>D.3 Working with professionals from other agencies and in multi-agency context.</p> <p>E.4 Have or willing to obtain Level 3 Diploma in Playwork or equivalent</p> <p>E.5 Have or willing to obtain a Level 3 Food Hygiene certification & First Aid</p>
SKILLS, KNOWLEDGE AND ABILITIES	<p>E.6 Ability to deliver a broad programme of exciting and creative activities e.g. sport, art, literacy, numeracy, music, drama etc. (OPTIONAL: and evidence of specialism in a particular area of activity)</p> <p>E.7 Ability and willingness to lead and motivate a staff team and manage resources.</p> <p>E.8 Ability to ensure that children are effectively supervised both in and out of school in line with the school's behaviour policy.</p> <p>E.9 Have the ability to relate to pupils, in particular SEN children, to deal with them patiently and firmly. Good knowledge of current SEND Code of Practice</p> <p>E.10 Must demonstrate the ability to work effectively with children who present challenging and discriminatory behaviour.</p> <p>E.11 Have the ability to relate both to support staff and teaching staff at the school and to work co-operatively with other people as part of a team.</p> <p>E.12 Must be able to use or be willing to learn computer systems as required by role and to maintain accurate records.</p> <p>E.13 Must demonstrate their ability to adhere to and maintain effective relationships with children and young people, staff, parents, carers and other colleagues within appropriate professional boundaries.</p> <p>E.14 Demonstrate an ability to cope with stressful / conflict situations. Ability to overcome communication barriers with children and their parents and staff team.</p> <p>E.15 Have the ability to judge when advice/assistance is needed to meet pupils' needs and to react calmly and quickly in any emergency.</p> <p>E.16 Ability to deal with sensitive information in a confidential manner</p> <p>E.17 Ability to meet tight deadlines and plan and manage own time effectively</p> <p>E.18 Have an understanding of and the ability to deliver services within an Equal Opportunities Framework.</p>
PERSONAL QUALITIES	<p>E.19 Positive attitude towards the school and working with others</p> <p>E.20 Caring, approachable, firm, understanding, consistent, assertive and calm</p> <p>E.21 Willingness to continue to learn and develop and train.</p> <p>E.22 Professionalism in all actions</p>



How to Apply

Application Deadline

Completed application forms must be received by **Midnight, Thursday 28th November 2024**

To apply, click here: <https://jobs.islington.gov.uk/vacancies/1097/extended-schools-leader.html>

If you need any assistance, please email hr@laycock.islington.sch.uk quoting reference: **LAY1097**

Please note that CV's and hard copy applications will not be accepted.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

To arrange a visit please contact the HR team: hr@laycock.islington.sch.uk

Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

The selection process will take place on **Friday 29th November 2024**. Shortlisted candidates will be invited to interview on **Wednesday 4th December 2024**.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection. As part of Safer Recruitment, there will be a **social media check** done on all shortlisted candidates. Information on this will be sent with the invite to interview email.



Laycock Primary School

26 Laycock St, London N1 1AH

Tel: 020 7226 2927

Email: office@laycock.islington.sch.uk

Website: <https://www.laycock.islington.sch.uk/>

Nearest station: Highbury & Islington

