

Candidate Application Pack



Extended Schools Leader

Keys Meadow Primary School



www.attigoacademytrust.co.uk
www.keysmeadowprimary.co.uk



Attigo Academy Trust
c/o Worcesters Primary School
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Dear Candidate,

Thank you for your interest in the position of Extended Schools Leader at Keys Meadow Primary School.

Please read through the Job Description and Person Specification for the role and complete the online application form

Application forms should be submitted online via <https://enfieldjobs-edu.engageats.co.uk> by the closing date.

Closing date: Thursday 26th May 2022 at 9:00am *(any applications received after this time will not be accepted)*
Interviews will take place on Tuesday 7th June 2022

We look forward to hearing from you.

Mandy Lawrence
Headteacher
Keys Meadow Primary School

PLEASE NOTE WE DO NOT ACCEPT CVS



Attigo Academy Trust

Purpose and Values

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community.

Our core values that are embraced by all academies within the Trust are:



- **Excellence** striving to achieve our best; promoting high aspirations; outstanding progress; not accepting excuses; high expectations; enriching curriculum and experiences
- **Community** children at the heart; working collaboratively as schools; embracing inclusion; committed to everyone's well-being; investors in community; working together locally and globally
- **Diversity** embracing uniqueness; maintaining each school's autonomy; celebrate diversity; value learners' personal and cultural identity; recognise and challenge unconscious bias; learn from and about each other

What we can offer staff joining our Trust

Founding Principles

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community. Below are some of the benefits of working for one of the schools in our Trust.

- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance – e.g. we have reviewed end of year reports for class teachers to write, reduced marking, set up work life balance groups, regular meetings for support staff and a well-being events.
- We provide all staff with opportunities to progress their career through training and development through national professional qualifications and training provided by the Trust. We are committed to support those who are new to teaching by adopting the Early Career Framework.
- We can offer support with taking additional qualifications if you want to pursue a career in teaching as we have strong links with '2 Schools Consortium' who offer school direct salaried, SCITT (school centred initial teacher training), Postgraduate Teaching Apprenticeship and Assessment only routes to qualified teacher status
- We have opportunities for working across the Academy through observing practice, year group meetings, moderation events and visits
- We provide positive environments to work in where staff well-being is a priority
- Some of our schools have additional provision with breakfast and after school clubs. If your child attends one of the schools in the Trust, they are given priority if a place is required. If you work in the school where your child attends this additional provision, you may also qualify for a staff discount
- 3 of our schools have 2-year-old provision where staff members are prioritised for a place
- If you are a member of staff, then you can apply for a place at any one of the schools in our Trust for a place as this is classified as a staff member application
- We are developing expertise across the Trust through our School Improvement Strategy. We appointed a Music Lead to work across the Trust and there is more joint working planned.
- We have long standing creative partners such as the aerial theatre company Scarabeus, offering high quality and unique CPD opportunities.
- All of our schools have access to the rail network and if you drive each school has secure car parking facilities
- Access to the Local Authority ECTs training programme (worth £4,000 per ECT)

Job Description:	Extended Schools Leader
Pay Scale:	Scale 4
Responsible to:	Headship Team/Pastoral Lead

KEY RESPONSIBILITIES

Main Functions:

- To plan provision to include quality indoor and outdoor activities.
- To ensure appropriate cover is in place when staff are absent.
- To take responsibility for maintaining a register of children attending in line with school policy.
- To assist the school office in relation to maintenance of records of payments and debt recovery in line with financial management requirements and the school debt recovery policy.
- To take the lead role for safeguarding children in extended school care and refer any concerns to SLT.
- To take the lead role for first aid during extended school care.
- To ensure that Health and Safety guidelines are adhered to by the extended schools team.
- To communicate effectively with parents using agreed systems and procedures.

Duties on a daily basis:

- Plan and oversee a varied programme of games and activities in conjunction with colleagues.
- Supervise, lead and assist children in activities and games whilst encouraging good behaviour in accordance with school policies.
- Take responsibility, along with other staff, for Accident Prevention and smooth running of emergency procedures for both children and other members of staff.
- To understand and follow the school's Child Protection Policy.
- Assist with the setting out and clearing up of play equipment.
- Maintain confidentiality at all times.

On a regular basis:

- To take part in staff training as offered.

Relationships:

- The Extended Schools Leader will be required to:
 - Work in a team with other Extended Schools Play Leaders.
 - Liaise with parents.
 - Liaise with school staff as required.
 - Liaise with site staff as required.

Other Responsibilities:

- Take responsibility for own professional development by seeking opportunities and attending relevant training.
- To be aware of and comply with all Safeguarding policies and procedures.
- Be committed to the school aims and values and contribute to the wider life of the school.
- Be willing to undertake first aid training and provide first aid to staff and pupils as required.
- Ensure that the duties of the post are undertaken with due regard of the Health and Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- Any other duties required by the Leadership Team within the scope of this post.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

Person Specification: Extended Schools Leader

We are seeking to appoint an innovative and professional individual who will make a significant contribution to the development of the school. The selection panel will be looking for evidence in your application form and supporting statement of your strengths and abilities in relation to the criteria set out in this person specification.

Criteria	Essential	Desirable
Professional Knowledge, Understanding and Skills		
Understanding of relevant policies/codes of practice when working with children.	✓	
Awareness of relevant legislation.	✓	
Commitment to and understanding of Equal Opportunities.	✓	
Basic understanding of child development and learning.	✓	
Effective communication skills – able to relate well to parents and carers.	✓	
A caring attitude.	✓	
Tact and sensitivity.	✓	
Observational skills.	✓	
Very approachable.	✓	
Able to react calmly and quickly in an emergency.	✓	
Confidence in dealing with children, maintaining discipline, motivating them and ensuring their wellbeing.	✓	
Ability to build and lead an effective team.	✓	
Creative and imaginative, ability to put ideas into practice.	✓	
Ability to evaluate your own learning needs and actively seek learning opportunities.	✓	
Ability to maintain confidentiality at all times.	✓	
Ability to promote the school and extended services when talking to parents, visitors, colleagues and members of the community.	✓	
Ability to maintain records of attendance.	✓	
Ability to work with the school Admin Team to ensure that accurate financial records are maintained.	✓	
Education/Qualifications		
A minimum NVQ level 2 or equivalent.		✓
Level 1 food hygiene certificate .		✓
Paediatric First Aid .	✓	
Level 1 child protection training (with commitment to completing level 3 child protection training).	✓	
Experience		
Recent and relevant experience of working with children.	✓	
Experience of working with other adults.	✓	

Person Specification: Extended Schools Leader

Criteria	Essential	Desirable
Professional Values		
High expectations of everyone.	✓	
Commitment to the personal welfare and safeguarding of children.	✓	
Qualities		
Ability to relate well to individuals and groups and to make appropriate contact with parents and/or external agencies as appropriate.	✓	
Ability to lead and organise a team.	✓	
A proven good attendance record.	✓	

SAFEGUARDING CHILDREN

Attigo Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.