

## JOB DESCRIPTION

<b>JOB TITLE</b> XTND Activities Leader	Salary E5 Actual: £9,874- £11,181. Part-time 20 hours per week term time plus 5 inset days (additional hours may be available). Flexible working pattern will include some after school activities. Flexibility may be required cover additional activity days during some holidays. Initially Fixed Term Contract until September 2020.
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### 1. JOB PURPOSE

To develop services and activities for the community of South Weston with a primary focus on the Bournville Estate. You will predominantly be working across two school sites.

To deliver targeted activities that support families, identifying gaps in community provision and working closely and in partnership with local statutory and voluntary groups.

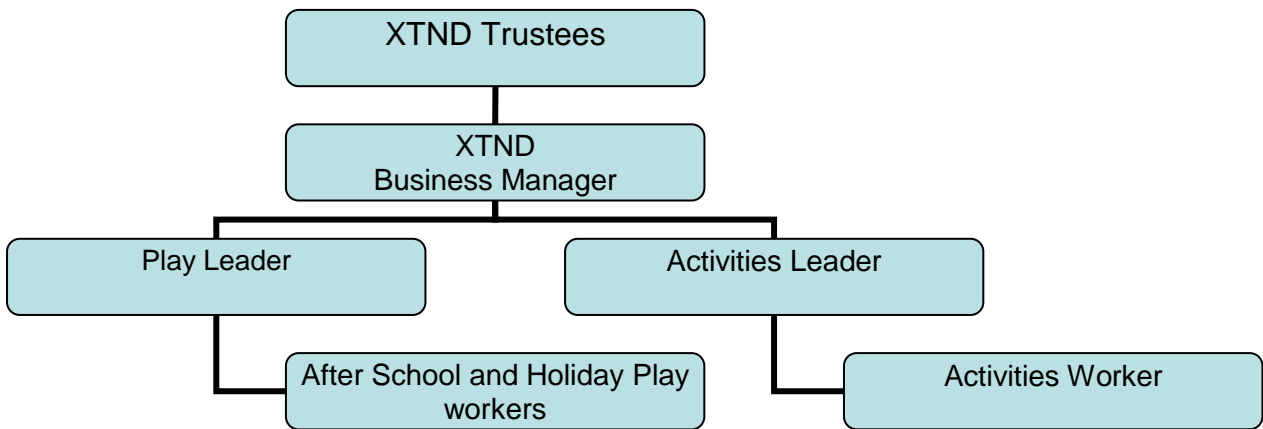
To offer activities for parents and carers focusing on engagement.

### 2. WORK CONTEXT

XTND Improving Futures is a registered charity working in partnership with Bournville and Windwhistle primary schools and the statutory, voluntary and community sectors, to find solutions to the challenges faced by our local families. Established in 2006 XTND has a strong track record within South Ward and good established links within North Somerset.

XTND is managed on a day to day basis by a part-time Business Manager.

### 3. ORGANISATION CHART



### 4. MAIN DUTIES AND RESPONSIBILITIES

Work closely with the Headteacher's and the business manager to identify the needs of the school, parents and local community, and to plan activities that address those needs in the most appropriate ways

Devise and undertake activities with families or carers, using creative and appropriate methods for engagement. Providing a varied menu of activities including targeting families who are hard to reach.

Plan, develop and host family learning events designed to engage families in improving communication and family learning.

Attend meetings and report on activities as appropriate.

Liaise with the business manager to ensure communication and publicity of activities via website, social media, newsletters etc is effective and up to date.

Develop community cohesion within the community by developing links with other schools, businesses and organisations to provide experiences for children and families .

Be aware of budget setting, best value practices and be able to seek and bring in new monies to support the activities through fundraising activities and grant applications.

Network and develop good partnerships with a variety of local organisations.

Undertake any other duties commensurate with the grade of the post.

Adhere to the charities policies and procedures including safeguarding children and lone working protocols.

Be aware of and understand the Equality Regulations and ensure at all times that the duties of the post are carried out in accordance with these.

Ensure compliance with all Health and Safety legislation and associated practice and policies.

## **5. SUPERVISION AND WORK PLANNING**

Supervision is provided by the XTND Business Manager.

Work is allocated by the XTND Business Manager but the post holder is responsible for planning his/her own work to meet the agreed timescales and deadlines.

The post holder may need to work outside of normal office hours.

## **6. QUALIFICATIONS AND EXPERIENCE**

See the Person Specification

## **7. SCOPE FOR IMPACT**

The post holder will be contributing to multi agency plans to promote and safeguard children and young people's welfare under the Children Acts and agreed local protocols.

There are opportunities for group work as well as contributing to the development of services.

## **8. CONTACTS**

- Children and their parents or carers to support and encourage engagement
- School staff
- External organisations for networking and development of good partnerships

## **9. GENERAL**

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out.

## **10. SPECIAL NOTES OR CONSIDERATIONS (IF APPLICABLE)**

Much of the work undertaken is of a highly confidential nature. The postholder must at all times maintain confidentiality (within the boundaries of the School safeguarding protocol) and should be aware that, given the nature of the services provided, he/she may be exposed to information or situations that may be distressing.

## PERSON SPECIFICATION

<b>POST TITLE:</b> XTND Activities Leader	Salary E5 Actual: £9,874- £11,181. Part-time 20 hours per week term time plus 5 inset days (additional hours may be available). Flexible working pattern will include some after school activities. Flexibility may be required cover additional activity days during some holidays. Initially Fixed Term Contract until September 2020.
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ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	5 GCSEs or equivalent, including maths & English GCSE grade A* - C or Numeracy & Literacy Level 2 on the NQF or equivalent	NVQ3 or NVQ4 Work With Parents plus relevant experience.  Safeguarding Levels 1 (one day) and 2 (two days).
<b>WORK RELATED EXPERIENCE &amp; ASSOCIATED VOCATIONAL TRAINING</b>	Experience of working with children/young people and their parents/carers.  Commitment to continued training and development.  Ability to work in accordance with North Somerset Council's child care procedures: Safe-guarding, Looked after Children and Children in Need.	Experience of working with vulnerable families.  Experience of working with schools
<b>SPECIALIST KNOWLEDGE</b>	A knowledge of working with children and families  Experience of working with children/young people with emotional, social or behavioural needs.  Experience of working with parents/carers with additional needs (e.g. parental mental health; parental substance misuse; domestic abuse; learning disabilities; offending).	An understanding of child protection issues and managing risk.  Knowledge of community, voluntary and other agencies.
<b>JOB RELATED SKILLS</b>	An ability to work independently, following the framework of an agreed plan. Excellent communication skills both written and verbal  Excellent IT skills especially in Microsoft office packages  An ability to engage with a diverse range of families  To be an effective team member and use available support	Experience in working with people from other minority ethnic groups.
<b>PERSONAL SKILLS</b>	Ability to show flexible and creative ways of working with families An approachable manner.	.

	<p>A calm and responsible attitude</p> <p>An ability to engage with a variety of service users and professionals</p> <p>Ability to work as part of a team</p> <p>Ability to accept professional support and guidance.</p> <p>Ability to write professional reports in a clear and concise manner.</p> <p>Ability to respond to unexpected events</p>	
<b>SPECIAL WORKING CONDITIONS</b>	<p>On occasions you must be able to work outside normal working hours</p> <p>Valid driving licence and own transport, or be able to provide alternative, suitable method of travel</p>	
<b>OTHER</b>	<p>A commitment and responsibility for personal development and ability to take advantage of training opportunities.</p> <p>Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed).</p>	