A CHURCH OF ENGLAND MULTI-ACADEMY TRUST
DEDICATED TO TRANSFORMING CHILDREN'S LIVES

LAAT

Sutterton Fourfields Church of England Primary School

Extended Provision Assistant

Welcome from the CEO of The Trust – LAAT
Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.

Is now the time to find out more about us and to join our **community** of **Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst
Chief Executive Officer

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.

THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.

Extended Provision Assistant

SALARY

Grade 3, Points 6 – 9 £25,615 - £26,847 FTE

£9,665.58 - £10,130.47 (Pro Rata)

HOURS

16.25 hours per week

39 weeks per year (Term time plus inset days)

Monday to Friday 7.30am to 8.30am and 3.15pm to 5.30pm

START DATE

As soon as possible

LOCATION

Sutterton Fourfields Church of England Primary School

APPLICATION DEADLINE

Friday 23rd October 2026 (midday)

INTERVIEWS

Wednesday 4th November 2026 (details to be confirmed)

For an informal discussion about the role, or to arrange a visit, please contact enquiries@sutterton.laat.co.uk or call 01205 460547

Please go to My Trust Careers to apply

What’s it like being an Extended Provision Assistant in LAAT?

Introduction

At the heart of every thriving school is a dedicated team. We’re looking for passionate individuals to join our team as an Extended Provision Assistant, offering not just a job, but the chance to contribute to a supportive and caring school environment.

As an Extended Provision Assistant, you will play a vital role in the daily life of our school, ensuring a safe, supervised and engaging environment, providing children with crucial support outside of the regular school day, fostering their academic, social, and emotional development. It's about fostering a positive environment where children feel supported, respected, and encouraged to develop social skills and healthy habits.

Why this role matters

This role provides wrap-around care for children before and after regular school hours, which creates a positive and impactful environment for both students and staff.

You act as a mentor, offering emotional support and building strong, positive relationships with the children you work with, which is a key part of the role . Other reasons that this role matters include:

Encouraging academic success: Assistants help with homework and organize enriching activities that reinforce classroom learning, which is especially beneficial for disadvantaged students. After-school care has been shown to improve attendance and attainment.

Enhancing social and emotional skills: By interacting with children in a less formal setting, assistants help them build positive relationships with peers, practice teamwork, and develop confidence and self-esteem.

Promoting well-being: Extended provision provides a safe, structured space for children to unwind and engage in productive activities, which is a healthy alternative to unsupervised free time. The enjoyment that children experience in these groups can also improve their overall attitude toward school.

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About Sutterton Fourfields Church of England Primary School

Sutterton Fourfields Church of England Primary School's vision is based on Christian principles, values and aims: *Two travellers are transformed and enriched by sharing their journey with a guide. We view our work to be similar in making a difference to future lives. We travel together on our journey of transformation and commit our school to always being supportive, nurturing and challenging.*

As in the gospel story of two travellers who meet and are transformed and enriched by sharing part of their journey with a guide, we view our work with children to be a similar brief opportunity to make a lifelong difference to their future lives.

For part of the children's life journey, we have the privilege to walk with them. During these fleeting years, we commit to ensuring that every child is enriched, challenged, supported, and developed so that they can be the best that they can be.

We use the strapline, "Small Village, Big Horizons" to articulate our vision for the schools. We want our curriculum to expand the experiences and ambitions of our pupils. We want our pupils to learn about local knowledge alongside national and global information.

We seek to not only provide an environment which promotes achievement in learning but also one of warmth, security and care, valuing each member of the school community and working to encourage the realisation of everyone's potential.

We celebrate all achievement whether big or small and challenge our children (and ourselves) to improve even more. We encourage a 'can do' culture, a thirst for life-long learning and a pride in each other's skills and attributes.

Job Description

The successful candidate will assist the Extended Provision Leader in supervising children attending the provision, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

Key Tasks and Responsibilities

Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate.

Help organise play and art activities, reading and homework support.

Establish good relationships with children; interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.

Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.

Assist in planning and preparing activities to ensure the quality standards agreed are met.

Promote the importance of the extended provision and its impact on learning and on pupils' attitude towards school.

Consider the needs of pupils in all decisions about the club.

Anticipate pupils needs and makes suggestions to support them.

Maintain a register of children attending.

Control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, and ensure children understand action required in case of fire.

Participate in training and other learning activities and performance development as required.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

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Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

Perform, in accordance with any directions, which may reasonably be given to you by your Line Manager or Headteacher from time to time, such particular duties as may reasonably be assigned.

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

Applications are welcome from all, irrespective of gender, sexuality and promotes diversity and wants a workforce which reflects Christian Values, race, religion, marital status, age, or disability.

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Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience	Essential	Desirable
5 O level/GCSE's (English & Mathematics at grade C or above or equivalent)		*
Other relevant qualifications.		*
Experience of working within a Primary School	*	
Recent experience of working with children of relevant age and contributing to learning and development	*	
NVQ in supporting teaching and learning		*
Previous experience of working in a similar environment		*

Professional knowledge and understanding

Relevant policies, codes of practice and legislation		*
Understanding and knowledge of the support required for pupils of differing ages and abilities	*	
Experience and knowledge of implementing effective behaviour management strategies	*	
Basic knowledge of First Aid		*
Ability to use appropriate judgement to seek and clarity detail where appropriate and escalate issues when necessary	*	

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance (Trust will obtain)	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Have effective oral and written communication skills	*	
Ability to form effective professional relationships including team working	*	
Have good organisational and time management skills	*	
Have sound ICT skills and the ability to apply this as required	*	
Develop their knowledge through the evaluation of their own learning needs	*	
Be able to work independently	*	
Remain calm under pressure and be able to adapt to change quickly	*	
Empathy with the mission and vision of the Church of England and the Diocese of Lincoln	*	

Approach to work - Candidates should

Have flexibility to changing demands as needed	*	
Prioritise as required to meet the demands of the role	*	
Have attention to detail	*	

Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other – Candidates should:

Be a positive role model	*	

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What our Colleagues say about us…

‘I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues’

“SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family’ ‘The Christian values of our school are lived out by stakeholders’ ‘As much is done as possible to support mental health and work / life balance”

‘Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else’

‘Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust’ ‘Our links to our community, the children and parents. The support from the trust with curriculum’

‘I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support’

‘The sense of shared purpose to make changes for children to improve their life chances’

Benefits of working in our Trust

We see you and believe that you deserve the very best

We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.

We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.

All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.

Our focus on **Growth and Development** rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.

LAAT has signed the **Department for Education's (DfE) Education Staff Wellbeing**, joining schools and trusts across the country in making well-being the heart of education, reaffirming Commitment to a Culture of Care.

All colleagues have access to;

- Over 70 online courses to support development
- 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
- Free of charge counselling sessions
- Virtual GP - Accessible by smart phone, or computer with same day appointments
- Local Government Pension or Teachers Pension Scheme
- Competitive annual leave entitlements for support staff colleagues
- Favourable T&Cs for all colleagues to include enhanced HR policies for all colleagues
- Opportunities for PPA at home for most teaching roles
- Internal and external CPD and Networks for all colleagues
- Employee benefits from Specsavers and Halfords – cycle to work scheme

Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

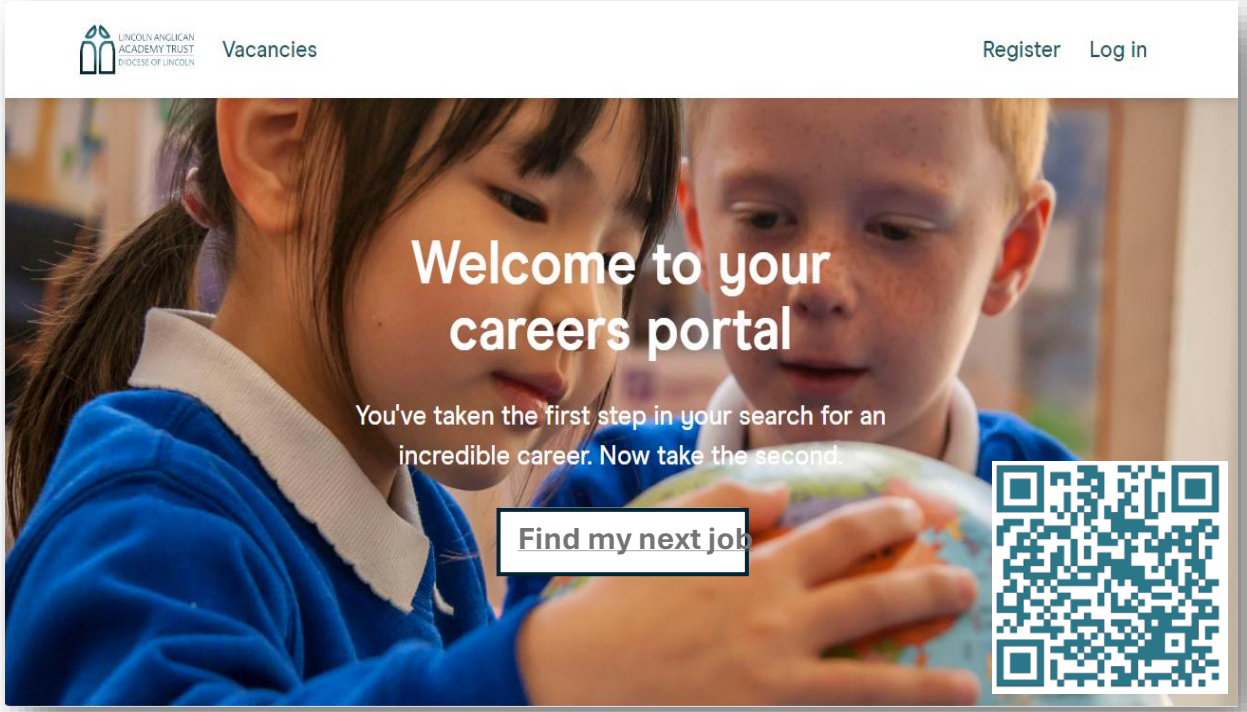
We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process

Please see link to our privacy notice for prospective candidates:

Opportunities - LAAT (thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

My Trust Careers by clicking the link or using the QR code and create an account.

In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.