



Role Title: **Breakfast Club Assistant**

Accountable to: **Head Teacher**

JE Ref: **JE0799**

Grade: **B**

Purpose of job

To assist with the delivery of out of school activities to pupils before or after school ensuring the security and safety, welfare and good conduct of pupils during these times.

Key Objectives

1	Supervise pupils at all times, including physical activities
2	Serve healthy snacks where required and ensure pupils' individual needs are met
3	Assist with the delivery of activities to meet the educational and recreational needs of the pupils.
4	Set up and clean equipment ensuring that all equipment used is safe

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

Supervises small groups of pupils in learning and development and outside activities, under the direct instruction of senior staff.

Work to set procedures, responding to individual pupil questions or needs on a day-by-day basis, where a supervisor is generally accessible.

Work is mainly in a classroom or similar environment, but can involve outside activities and unpleasant conditions such as noise, dirt

Requires normal physical effort and stamina, including some periods of standing, participating in physical activities or carrying equipment

Work Profile

Liaise with parents / carers to ensure the pupils' individual needs are met
Ensure pupils conformed to timetabled events before/after club attendance
Set up and clear away equipment as necessary
Assist with the preparation and service of food and drink to pupils as directed
Maintain accurate records
Report any incidents to senior staff.
To adhere to school local and national authority's guidelines and exercise professional discretion at all times.
Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
Participate in training and other learning activities and performance development as required
Contribute to the overall ethos/work/aims of the school
Attend relevant meetings
To maintain confidentiality

Other information

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>Attainable</u>	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application I Interview T Testing R Reference
<u>Desirable</u>	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	
<u>Essential</u>	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	
Qualifications	NVQ2 for Teaching Assistants or equivalent experience		X		A
Skills / Experience	Experience of working with children in an educational / care setting		X		A
Competencies				Level	Assess by;
<u>Awareness</u>	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application I Interview T Testing R Reference
<u>Significant</u>	Clear competence in the work element sufficient for all role requirements			<u>S</u>	
<u>Extensive</u>	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	
Planning and organising work	Work to established routines		X		I
Influencing and interpersonal skills	Encourage appropriate behaviour		X		I
	Interact with pupils, parents, colleagues; exchanging factual information		X		I
Using initiative	Deal with day to day incidents		X		I
Working independently	Handle routine problems without recourse to senior manager where appropriate		X		I
Managing people	Work co-operatively in a team environment		X		I
Managing resources	Use and safekeeping of equipment		X		I
	Maintain records		X		I
Managing risk	Awareness of school policy and procedures in relation to child protection, health and safety etc.		X		I
Managing oneself	Awareness of opportunities for development		X		I