

**Job details**

Job title: Breakfast Club Assistant

Base Setting:

Salary: B1-B3

Hours:

Contract type:

Reporting to: Head of School/Principal

Main purpose

- To work as part of the Breakfast Club Team, providing high quality childcare and a settled start, before the school day
- Place the safeguarding, learning and wellbeing of all pupils at the heart of all aspects of your work - look at every aspect of school life through a safeguarding lens

Duties and responsibilities**Key Responsibilities**

- To assist in the organisation and the smooth running of a breakfast club within the school building.
- To be responsible for the safe storage, health, hygiene and serving arrangements of food used at the club.
- To supervise and organise activities for the children attending breakfast club
- To liaise effectively with parents and communicate concerns/messages to the relevant teachers.
- To build relationships with children and parents so they have a happy start to the school day.
- To ensure all serving equipment is cleaned thoroughly and stored safely.

Safeguarding and Health and Safety

- Promoting a culture of safeguarding in every respect, including adherence to health and safety at all times
- Support the provision of intimate care of pupils, in line with school policy

Building effective relationships with pupils

- Understanding pupils' needs and personalising your approach (e.g. vocabulary, body language)
- Show empathy and understanding of the child's wider picture and validating their feelings so you are alongside them in their difficulty
- Be an effective role model
- Help reduce pupil's anxiety through a trusting relationship and range of skills
- Increase pupil's self-esteem with continual, authentic praise, whilst demonstrating an understanding equity of equality
- Be able to remain calm and consistent and in control of your own emotions, in challenging situations, to ensure pupils feel secure and safe

Other areas of responsibility

Safeguarding

- Promote and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Safeguard and promote the welfare of children and young people and follow school policies, including the staff code of conduct

Professional development

- Take part in the school's appraisal procedures (Performance Development)
- Take part in further training and development, including participation in events at other Inspire Learning Partnership schools
- Where appropriate, take part in the appraisal and professional development of others
- Engage in The National College and other training as directed.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Work cooperatively with others towards shared goals

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal or line manager.

Inspire Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: November 2025

Next review date: November 2026

Principal's signature:

Date:

Postholder's signature:

Date:
