



## Schools for Every Child

### Breakfast Club Assistant

#### Job details

**Payscale:** Grade NJC2, Payscale NJC3 (within the range NJC3-NJC4)

**Salary:** FTE £24,796 (Actual Salary £2,795.56 - £2,834.12)

**Contract type:** Part time, 38 weeks (term time only)

**Working Pattern:** 5 hrs per week (Monday - Friday 7.30am - 8:30am)

**Reporting to:** Senior Leadership Team

#### Main purpose

- To be responsible for the development and daily supervision of the Breakfast Club providing a safe, caring and stimulating environment for children.
- To work in partnership with parents and carers, and to promote the wellbeing of the children.
- To develop, implement and review the policies, procedures and practices within the Breakfast Club in line with the agreed principles of the Breakfast Club ethos.

#### Duties and responsibilities

##### Principal Accountabilities

To maintain the safety, welfare and good conduct of the pupils during breakfast club.

##### Duties

- Supporting the Breakfast Club lead in developing and maintaining high standards throughout to ensure the welfare of the children at all times.
- Ensure children have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the school's Equal Opportunities Policy is adhered to.
- Maintain the Breakfast Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, and be responsible for all Health and Safety matters in the Breakfast Club to ensure the safety and wellbeing of all those who use and work in the Club.
- To supervise the safe escorting of children to ensure their wellbeing at all

times.

- Support suitably equipping the Breakfast Club in order to provide a stimulating environment for the children and implement policies and procedures within the Breakfast Club.
- Ensure that high standards are maintained with regards to how the club runs and showing how the resources (staff, premises, equipment) are used to ensure the needs of the children are met.
- To deal with any immediate problems or emergencies arising according to the school's policies and procedures.
- To report back to the appropriate member of staff using the school's agreed referral procedures on the behaviour of pupils during the Breakfast Club, or any other issues that may be relevant.
- To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.
- The post holder will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors and all members of the school community.

#### General

- To attend relevant training and meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Local School Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The job description is current at the date shown but in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed

Full Name

Job Title

Date of signature