



Job Description

Job Title:	Breakfast Club Leader
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Main Job Purpose :	To ensure the smooth running of the Breakfast Club, line managing other Breakfast Club staff to ensure a high-quality provision of a healthy breakfast and varied activities for pupils as well as the safety, general welfare and good conduct of the pupils in the Breakfast Club provision.
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Main Duties	
1.	Supervise pupils in designated areas during the Breakfast Club time period, and to ensure their safety, welfare and good conduct through appropriate application of the school's policies and procedures
2.	Maintain accurate records including registers, parental emergency contact details, medical and allergy information and emergency consent forms
3.	Be responsible for the care, presentation, display and organisation of the space and resources
4.	Set up area before children arrive and ensure area is left in a clean and tidy state
5.	Meet and greet children and families as they arrive, ensuring a positive relationship with them both

6.	Note any information received from parents and pass on to colleagues/other professionals as appropriate
7.	Plan and co-ordinate games and activities to interest and stimulate the children (age and stage appropriate)
8.	Ensure there is a good balance between free play and directed activity
9.	Ensure there is a good standard of behaviour, in accordance with school policy
10.	Supervise movement of pupils to and from the provision, including any personal hygiene requirements
11.	Communicate any relevant news or issues to other team members
12.	Bring any concerns to the attention of parents (seeking advice from senior staff if necessary)
13.	Take immediate action to attend to sickness or accidents by administering minor first aid and summoning relevant assistance as necessary.
14.	Record daily attendance (including time of arrival)
15.	Submit food orders to the school kitchen
16.	Complete any documentation (as required by the school) in relation to incidents occurring during the breakfast period
17.	Promote the Breakfast Club to parents and carers e.g. in the newsletter
18.	Ensure Breakfast Club provision is consistent with EYFS requirements
19.	Keep other staff aware of relevant Breakfast Club news

Supervision and Management

The postholder is responsible for supervising the Breakfast Club Assistant(s).
The postholder is line managed by the Headteacher.

Creativity and Innovation (i.e. Problem Solving)

In accordance with the school's policies, procedures and vision, the postholder needs to demonstrate creativity and innovation in the design of activities and provision of attractive and engaging resources. Some degree of creativity and innovation is required when adapting provision for individual needs.

Key Contacts And Relationships

Parents and carers	Dropping off, discussions, information sharing
Children	Supporting
School staff	Communication, information sharing, working collaboratively

Decision Making

The postholder is expected to make decisions around the provision of food and activities for the Breakfast Club provision, in accordance with school policies and procedures and governmental/other guidance around EYFS and healthy eating.

Resources

The postholder is expected to use school resources appropriately and with care but is not personally responsible for their overall security

Working Environment

The postholder is based in a play/activity setting and there is regular background noise. The work involves some degree of crouching, stretching or working in other constrained or awkward positions e.g. when dealing with pupils. There may be the need to deal with bodily fluids when providing personal care to pupils.

Knowledge and Skills

The postholder should hold NVQ Level 3 (or equivalent) OR be an experienced Teaching Assistant with experience in the EYFS.

The postholder is required to have a valid First Aid certificate (Paediatric First Aid is desirable)

The postholder must be trained in Safeguarding, Child Protection and Data Protection and ensure this knowledge is regularly updated

OTHER:

The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

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

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Job Title:..... Date:.....