

SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Wraparound Care – Breakfast Club Assistant
Reporting to	Principal
Hours	5 hours per week for 38 weeks per year
Grade/Point	B3

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

The role of Breakfast Club Play Assistant is to work as part of a team to provide high standards of wrap-around care for children between the ages of 4-11 ensuring a safe, welcoming and purposeful experience for all children.

Main Duties and Responsibilities:

- To uphold all school policies including those relating to data protection and confidentiality.
- To engage in professional processes such as appraisal and professional development.
- To ensure adequate standards of safety and hygiene are maintained.
- Ensure adhere to planning to ensure standards are maintained and relevant equipment and resources are available.
- Participate in the preparation and cleaning of the room.
- Participate in food preparation.
- Create a safe, welcoming and friendly environment delivering high quality creative play opportunities embracing each child's individual needs, unique qualities and personalities.
- Under direction, pass on correspondence to teachers from parents/carers and vice versa.
- Liaise with teachers regarding the needs of the children who attend the Breakfast Club.
- Liaise with parents to encourage parental involvement and support through the development of effective working relationships, providing professional and relevant feedback to parents/carers about their child.
- Fully support inclusive practice and ensure that all children can be involved in the activities offered if they wish.
- Consult and liaise with the children and involve them in the planning of activities.
- Supervise the children throughout the session ensuring that ratios are adhered to at all times.
- Be an effective role-model for staff and children at all times.
- Ensure that children are kept safe and that staff members understand and follow Safeguarding Procedures.
- Support all children by promoting positive strategies for unwanted behaviour, in line with the school's 'Positive Behaviour Policy', working alongside the leadership team when needed.
- With guidance, support the implementation of Education and Health Care Plans for all children with Special Educational Needs and Disabilities.
- To ensure the Breakfast Club offers a high quality, inclusive environment which meets the needs of all children, regardless of social, culture, religion or beliefs.
- Collect children from classes.
- Participate in activities, such as before/after school reading and homework support, as organised by the Breakfast Club Supervisor.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> 5 GCSEs at grade C/4 and above, or equivalent; Including English & Maths 	<ul style="list-style-type: none"> First aid qualification NCQ Level 3 in Child Care/Playwork or equivalent Food Hygiene qualification
Experience	<ul style="list-style-type: none"> Successful recent experience working with children in a school environment 	<ul style="list-style-type: none"> Experience in leading play for children aged 4-11
Skills	<ul style="list-style-type: none"> Basic understanding of child development and learning Good knowledge and understanding of equal opportunities Ability to work on own initiative and to meet deadlines. Strong organisational and planning skills Manage own time and priorities effectively Reliable and trustworthy Confidence in dealing with young people, maintaining discipline, motivation and ensuring well-being of children including acting on bullying Ability to maintain confidentiality at all times. Excellent communication skills Good organisational skills 	<ul style="list-style-type: none"> Knowledge of OFSTED requirements, the EYFS and other quality indicators Calm under pressure with a flexible and adaptive approach to work. Understanding of relevant policies/codes of practice and awareness of legislation. Knowledge strategies to support children with special educational needs
Personal Qualities	<ul style="list-style-type: none"> Ability to work effectively as part of a team and work collaboratively with parents/carers. Displays commitment to the protection and safeguarding of children and young people. Up to date knowledge and understanding of relevant legislation and guidance in relation to the protection and safeguarding of children and young people. A highly professional approach to their work. Embodies the Trust's vision and values. 	<ul style="list-style-type: none"> Committed to personal and professional development. Able to manage time effectively. A belief in the ability of children and young people to achieve and overcome obstacles to their learning.

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....