

Reports To: Principal

Why	Job Summary - To supervise pupils attending the Breakfast Club. - To supervise pupils attending the after school club	
What	Main Responsibilities - To make available games and activities for pupils' use during the breakfast/after school time. - To supervise play and encourage good behaviour and attitude to others. - To store all equipment securely. - To ensure the area is left clean and tidy for others to use. - To lift and carry the equipment as necessary. - To maintain a professional manner at all times. - To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information. - To undertake any other duties of a similar level and responsibility as may be required.	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Act as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust
		Recognise and respect difference between individuals and play their part in making the Academy/Trust more inclusive
		Communicate effectively with parents with regard to pupils' achievements and well-being
		Know the local arrangements concerning the safeguarding of children and young people and how to use them
		Takes responsibility for own Health & Safety, ensuring immediate work environment is safe
		Act to promote pupils safety and well-being - establish a safe and stimulating learning environment for all rooted in mutual respect
		Develop effective professional relationships with colleagues knowing how & when to draw on advice and specialist support
		Demonstrate consistently the ethos and behaviour which are expected of all
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Understands why it is important to follow policies and procedures and knows where to find them
		Participate in whole academy training/induction events
		Create a 'can-do' culture to raise aspiration for all
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Takes responsibility for improving own working practices through appropriate professional development, responding to advice and feedback from colleagues
		Responsive to leadership and direction
		Acts a role model, upholding professional and courteous manner at all times, including non-promotion of party/political views to the student body
		Receives direction and is able to follow instructions
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Completes the tasks assigned which contribute to the delivery of specific results
		Receives tasks and knows who they are accountable to in their work
		Is supported in planning daily workload
Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Prioritises within daily tasks	
	Communicates effectively with children and colleagues. An active listener	
	Able to read, write and understand English	
Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Is numerate	
	Identifies problems and looks for support	
	Participates in team based decisions	
	Knows, understands and complies with procedures relating to information and confidentiality	

		Seeks support when immediate decisions are required	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Education, Qualifications and Experience (EQE)	Desirable: • Five GCSE's level C/4 or equivalent • NVQ level 3 in Childcare – Early Years/Foundation or equivalent expertise or experience; • Paediatric First Aid Certificate and experience of working with young children.	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.