



## Lincolnshire Gateway Academies Trust

### **Name:**

This job description outlines the general duties and responsibilities of this post. The job description is not exhaustive; it fits with the Trust's ethos to promote performance management and quality service.

### **Job Title: Breakfast Club Assistant**

### **Responsible to – Principal**

### **Job Overview**

Breakfast Club Assistants work with children across the full primary age range as a team under the general direction of the Principal, who will be responsible for the overall policy and educational programme and for matters of control and discipline.

The Breakfast Club Assistant will be a member of the support staff under the direct leadership and general supervision of a classroom teacher/senior staff.

### **Main Responsibilities**

Under the direct leadership and supervision of the line manager, within the agreed educational plan and framework of the Trust's agreed policies and procedures, the postholder will undertake a range of duties, which may include:

1. Organising a range of activities for the children to do during the club
2. Ensuring good behaviour from the children and addressing incidents of unsatisfactory behaviour
3. Identifying and liaising with the Academy Designated Safeguarding Lead (DSL), for any matter relating to safeguarding
4. Maintaining up to date knowledge of specific needs of individuals, through liaising with Senior Leadership Team (SLT), including the Special Educational Needs and Disability (SEND) co-ordinator
5. Communicating with SLT or any relevant member of the Academy staff, regarding any incidents that may have happened during the breakfast club
6. Ensuring the Academy policies and procedures are followed
7. Ensuring breakfast is provided to all pupils who require it on a daily basis



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8. Maintaining good order in venues used by the club and ensuring that all venues are ready and prepared for usage at the start of the normal Academy day
9. Ensuring all children are taken to their correct classes in good time for the start of the day
10. Liaising with the Breakfast Club Leader to ensure the role is being carried out effectively
11. Liaising with SLT, regarding any resource requirements
12. Liaising with SLT, regarding any matters of concern.

### **General**

13. The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.
14. The postholder must carry out his/her duties with full regard to the Trust's Equal Opportunities policy.
15. The postholder must carry out his/her duties with full regard to the Trust's Health and Safety procedures.