



## ***Wraparound Care - Breakfast Club Lead Waltham Gateway Academy***

### **Job Title – Breakfast Club Lead – LGAT 9**

#### **Responsible to – Principal**

#### **Job Overview**

To Lead the wraparound care provision at Waltham Gateway Academy.

As part of our wraparound care, we offer breakfast club in the morning, where children can attend from 7.30am to 8.45am. Children will be provided with a breakfast in the morning and opportunities to participate in a wide range of different, engaging activities.

#### **Hours of working:**

- Monday to Friday
- Morning: 7.15am to 8.45am (7 hours, 30 minutes per week)

#### **Salary:**

- LGAT9

#### **Main Responsibilities:**

Under the direct leadership and supervision of the line manager, the postholder will undertake a range of duties, which may include:

1. Leading the Wraparound Care Lead in the preparation and distribution of food for breakfast club.
2. Leading in the supervision of activities and actively participating in the activities with the children.
3. Regular communication with parents and relevant Academy staff
4. Safeguarding, in-line with training and Academy policies and procedures
5. Ensuring that proposed wrap-around care provision supports children with Special Educational Needs and Disabilities (SEND).
6. Any other activities directed by the Principal, as required, in-line with general responsibilities.

#### **General**

7. 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



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the general character of the post and are commensurate with its level of responsibility.

8. The postholder must carry out his/her duties with full regard to the Trust's Equal Opportunities policy.
9. The postholder must carry out his/her duties with full regard to the Trust's Health and Safety procedures.

## **Training:**

*The following training would be required, which would be organised and funded by the Academy:*

- Paediatric First Aid
- Certificate in Food Hygiene Safety
- Certificate in allergies (and anaphylaxis)
- Fire Warden Training
- Safeguarding (Level 1)

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.

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