

## Job Description

<b>Job Title:</b>	Breakfast Club Supervisor
<b>Salary/Grade:</b>	Grade 1 Birmingham – Range 2-3
<b>Contracted Hours:</b>	Term Time - 3.2 hours per week
<b>Academy Name:</b>	GLP Central Team
<b>Location/Address:</b>	Tame Valley Academy Chillinghome Road Birmingham B36 8QJ

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This postholder is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

### Purpose of the Post:

As part of a team, assisting the Headteacher in securing the safety and welfare of pupils during the breakfast club. This will involve effective supervision of pupils in and about the premises and site of the school.

### Relationships:

Reporting to the: Headteacher

### Duties and responsibilities

- Supervision and control of pupils in the dining hall and other school premises
- Associated ancillary duties
- Organising, preparing and serving breakfast to children
- Where appropriate, assist/supervise pupils with their general hygiene requirements
- Ensuring good behaviour and calm atmosphere, dealing with any behaviour issues by intervention or calling for assistance – reporting incidents to the Headteacher
- Being aware of pupils on special or restricted diets for medical reasons, from information provided by the school, assisting pupils with their meal where necessary
- Encourage social skills and good table manners, ensuring safety with cutlery, ensuring pupils tidy/clear up in a satisfactory manner
- Clean up spillages when food is split or dropped
- Dealing with any body spillages in the dining hall in accordance with infection control procedures.

- Ensure any pupils who suffer from accident or injury are dealt with appropriately in accordance with the School's agreed procedures.
- Escort pupils to their classrooms to enable them to join their registration group
- Assist with the cleaning of the dining hall at the end of the breakfast club

**Safe Working Practices for Adults working with Children** - It is the responsibility of each employee to carry out their duties in line with Greenheart's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

**General Data Protection Regulations** - The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

**Fluency** - This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

**Equality and Diversity** – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department/unit.

**Health and Safety** - The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

**Flexibility** - All staff within the Greenheart Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and teamwork is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:	Chief Finance Officer	Date of issue:	July 2024
Signature of Postholder		Date of signature:	