



**GREAT
HEIGHTS**
ACADEMY TRUST



NIELDS
ACADEMY

Achieving excellence together

*Welcome to Niels Academy where we are currently looking to appoint a new
Breakfast Club Manager.*

*Great Heights Academy Trust strive to always provide an inspirational, positive
and welcoming environment where there is a sense of pride and fun and where
everyone works together with confidence, enthusiasm and mutual respect. We
aim to nurture academic, personal, spiritual and social development in a caring
and professional manner so that all can achieve their full potential and all can
reach GREAT heights.*



A broad & strong 2-18
offer for West Yorkshire



NIELDS
ACADEMY

Breakfast Club Manager

Candidate Information Pack



▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

▶ We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

▶ Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



GREAT HEIGHTS
ACADEMY TRUST
Achieving excellence together



BOWLING GREEN
ACADEMY



CARLINGHOW
ACADEMY



COLNE VALLEY
HIGH SCHOOL



MARSDEN
JUNIOR SCHOOL



NIELDS
ACADEMY



RAYVILLE
ACADEMY



THE GREETLAND
ACADEMY



THE MIRFIELD
FREE GRAMMAR



WEST VALE
ACADEMY

English Hubs
Teamworks English Hub
@ The Greetland Academy



Great Heights
Research School
West Yorkshire
Supported by the Education Endowment Foundation



AA Teamworks
WEST YORKSHIRE SCITT



JOB DESCRIPTION

Position:	Breakfast Club Manager
Salary:	Grade 3
Department:	Catering
Responsible to:	School Business Manager and Principal

Purpose of the post:

To be responsible for the safety, welfare and conduct of students on the Academy site during the Breakfast allocation time under arrangements laid down by the Academy. To assist to secure the health, safety, welfare and good conduct of students and excellent behaviour in accordance with the practices and procedures of the Academy's behaviour policy.

Statutory Requirements

It is aligned to the [Local Government Terms and Conditions](#), set out in the statutory guidance.

Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

Duties and Responsibilities

1. Supervision of pupils on Academy premises

- 1.1 To be responsible to the School Business Manager for the supervision of students on the Academy site throughout the Breakfast Club maintaining Health and Safety practices.
- 1.2 To supervise students eating their meal on Academy premises whether cooked or in sandwich form, in the specified areas set aside for dining purposes.
- 1.3 To supervise queues waiting to enter
- 1.4 To supervise areas, both indoors and outdoor
- 1.5 To supervise social areas, corridors, toilets, classrooms etc as required.
- 1.6 To encourage pupils to leave all areas in a tidy condition, wiping down tables and trays, dealing with spillages, supervising stacking of plates, cutlery and disposal of waste, removing cutlery etc that is disposed of in the wrong areas etc.

2. Promoting Positive Behaviour

- 2.1 To encourage positive behaviour through implementation of Academy's behaviour policy and practice and dealing with incidents as directed.
- 2.2 To encourage student's understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- 2.3 To assist as appropriate to promote the maintenance of Health and Safety with the parameters of the Academy's practices and procedures.



- 2.4 To provide information to the School Business Manager/Teacher/Principal for the recording of incidents or occurrences.

3. Promoting Personal and Social Skills

- 3.1 To encourage pupils to maintain hygiene standards e.g. washing hands after toileting.
- 3.2 To encourage pupils to leave all areas in a tidy condition, leading by example by picking up litter.
- 3.3 To encourage good relations between pupils and adults through informal discussion.
- 3.4 To encourage and develop social skills such as mutual respect and trust.
- 3.5 To be aware of cultural and social factors which may have an effect on the supervision of the pupils.

4. Appropriate Communication

- 4.1 To report accidents or other occurrences such as child protection issues immediately.
- 4.2 To pass on verbal or written information to the School Business Manager/Teacher/Principal as necessary.
- 4.3 To liaise with kitchen staff as appropriate for issues related to breakfast supervision.

5. First Aid

- 5.1 To report accidents or other abnormal occurrences immediately to the School Business Manager/Senior Team
- 5.2 To deal with minor incidents e.g. cuts and grazes, burns, illness ensuring that all incidents are reported to the relevant person.

6. Miscellaneous

- 1.1 To ensure that you take care of your own Health and Safety and that of your colleagues in-line with the Academy's Health and Safety policy.
- 1.2 To undertake any other duties as may reasonably be required by your Line Manager.
- 1.3 To play a full part in the life of the Academy community supporting its distinctive mission and ethos actively promoting its policies and practices.
- 1.4 To work as a member of a designated team and contribute positively to effective working relations within the Academy by attending all appropriate meetings.
- 1.5 To engage actively in the Performance Management Review process.
- 1.6 To participate in the Academy's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole Academy training plan.
- 1.7 To carry out your duties in accordance with the Academy's Equal Opportunities Policy.

General:

- To uphold the Nolan Principles of public life
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.



- The post holder will also be expected to undertake any professional duties required by the Principal
- The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification – Breakfast Club Manager****Key to identification: A = Application I = Interview R = Reference**

Qualifications/Training	Essential	Desirable	A/I/R
First Aid Qualification		✓	A/I
Training linked to SEN/Behaviour management		✓	A/I
L2 Award in Food Hygiene		✓	A/I
Experience	Essential	Desirable	A/I/R
Experience of working in a school		✓	A/I/R
Experience of working with children and young people		✓	A/I/R
Knowledge and understanding	Essential	Desirable	A/I/R
Good standard of education	✓		A/I/R
Knowledge of current safeguarding issues		✓	A/I/R
Empathetic to the needs of children and young people	✓		A/I/R
Knowledge of H&S procedures	✓		A/I/R
Skills and abilities	Essential	Desirable	A/I/R
Excellent interpersonal and general communication skills	✓		A/I/R
Ability to work independently and as part of a team	✓		A/I/R
Ability to build positive relationships with children and staff	✓		A/I/R
Ability to make day to day decisions	✓		A/I/R
Personal Attributes	Essential	Desirable	A/I/R
Calm, authoritative manner	✓		A/I/R
Able to apply a common sense approach.	✓		A/I/R
To be able to work outside in all weathers	✓		A/I/R
Reliable and punctual	✓		A/I/R

Reasons to work at Nields Academy / Great Heights Academy Trust



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

