

Job Description

Position: Breakfast Club Assistant

Salary: Scale Point 12

Responsible to: Headteacher/Deputy Headteacher

Core Purpose:

The post holder will act as a role model and be able to effectively communicate with children, parents, etc in order to maintain appropriate standards of behaviour and provide feedback to parents, carers, professionals, etc in accordance with school's policies and procedures.

Overall responsibility

To actively participate in the operational delivery of good quality breakfast, play and care provision for children aged 4 - 11 years. To support the provision of a healthy breakfast and provide stimulating activities alongside engaging with children in a safe environment. To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children.

Principle Accountabilities

- To supervise the provision and eating of a healthy cold breakfast offering, whilst promoting healthy habits.
- To support the directed planning and implementation of the daily activities of the club to ensure children's needs are met including appropriate play-based activities.
- To supervise the safe escorting of children one area of school to another, ensuring their wellbeing at all times.
- To use school's behaviour strategies to ensure the efficient running of the club and children's care.
- To respond to the practical needs of children where there is an identified Special Educational Need.
- To work with other staff to maintain an agreed standard of cleanliness and hygiene and to advise the Headteacher/Deputy Head of any concerns regarding children, parents, health and safety
- To ensure confidentiality
- To ensure that records are maintained

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Whole School Safeguarding

- To ensure an environment that safeguards all pupils
- Encourage good practice by promoting and championing the child protection policy and procedures
- Respond appropriately to disclosures or concerns which relate to the well-being of a child, following school policies at all times.
- To log accurately and confidentially all concerns related to the safeguarding and child protection of children
- Attend and participate in relevant training, sharing the knowledge and ideas gained with colleagues
- To read and keep up to date with changes to school policies and DfE guidance

Whole School Standards

- To carry out other duties required by the school which are within the scope of the post
- To carry out duties with regard to health & safety policy at all times
- To be aware of policies related to the Data Protection Act and to work within these guidelines
- To work within and to promote and encourage equal opportunities in line with school policies.

This job description may be amended at any time after discussion with you, but in any case will be reviewed at the beginning of each new school year.

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