



Burrough Green CofE Primary Academy

Breakfast & After-School Club Practitioner

Job Title:	Breakfast & After-School Club Practitioner
School:	Burrough Green CofE Primary
Reports to:	Headteacher
Grade:	Grade 2 point 4
Contracted hours:	13.75 hours per week . Breakfast Club 7.35 – 8.50am, The After-School Club role is contracted until 4:45pm each day. Any time worked between 4:45pm and 5:30pm will be paid as overtime
The Wrap-Around-Care Playworker is responsible for the delivery of safe, creative, appropriate activities and the general welfare of pupils in our School Wrap-Around-Care for children between the ages of 5 and 11 years old.	
The duties of Extended Care Playworker will include; • Responsibility for ensuring the safe arrival of children at the club and the safe delivery to carers at the end of each day. • The planning and preparation of safe, creative, appropriate activities, in a fun and caring environment. • Preparing and serving snacks/refreshments for the children ensuring that hygiene, health and safety measures are met. • Ensure that the highest standards of health and safety apply to children staff, parents and visitors maintaining a safe and secure environment. • To follow all routines, duties and timetables and any other reasonable duty as requested by senior staff. • Responsible for children's individual personal hygiene needs and to ensure that all policies and procedures are complied with. • Establish and develop a good relationship with parents and carers, through dialogue, cooperation and partnership. • Administering and recording first aid as appropriate. • Being responsible for setting up the room for the daily activities and aiding with the care and cleanliness of the rooms and equipment, including tidying the rooms at the end of the day. • Positive management of children's behaviour. • Advise teaching staff of any issues arising during the session. Safeguarding Responsibilities • To comply with safeguarding policies, procedures and code of conduct • To demonstrate a personal commitment to safeguarding and student/colleague wellbeing • To ensure that any safeguarding concerns or incidents are reported appropriately in line with	

policy. To engage in safeguarding training when required

Health and Safety

Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

- Follow our Health and Safety Policy
- Report anything broken to the school office

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.