



**St Ralph
Sherwin**
Catholic Multi Academy Trust

St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Breakfast School Club Assistant

The Priory Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to:	Headteacher
Grade/Salary:	Band 2, SCP 3-5
Contract Type:	Part-time, Permanent
Hours:	7.5

Main purpose

To assist the Breakfast School Club Leader in supervising children attending Breakfast School Club, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

Duties and responsibilities

Supervision

- Supervise pupils in the indoor and outdoor breakfast/after school club areas
- Encourage pupils to eat their meal and monitor those who don't, reporting any concerns to the class teacher or parents/carers as appropriate

Play

- Organise play and art activities to encourage pupils to play and make use of equipment
- Offer educational instruction where needed to help pupils to share play equipment
- Help to resolve issues between pupils during play activities



Support for pupils and colleagues

- Build and maintain positive working relationships with pupils and colleagues
- Speak clearly and listen carefully to pupils, using questions to check understanding
- Support colleagues with record keeping at the club, including recording attendance
- Support pupils with reading and homework as appropriate

Health and safety

- Prepare food ensuring that the appropriate hygiene standards are met
- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the club's reporting procedures
- Be aware of and support pupils with medical/dietary needs
- Promote the school's policy around healthy eating to pupils
- Feedback concerns relating to pupils' health and safety to a senior member of staff or parents as appropriate

Behaviour

- Encourage good behaviour by using praise and reward
- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Make sure children tidy up after themselves after eating and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Safeguarding

- Make sure pupils remain on the school premises or in the designated breakfast/after school club area
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals



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Other areas of responsibility

The Breakfast/After School Club Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Person Specification

Breakfast/After School Club Assistant

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
Qualifications and Training	Food hygiene, first aid and safeguarding training (or willingness to complete it)	✓		A
Experience	Working with children or young people	✓		A & I
	Working and collaborating with a team	✓		A & I
	Working within policies, procedures and guidelines		✓	A
Skills and Knowledge	Ability to respond quickly and effectively to issues that arise	✓		I
	Ability to use own initiative and take action accordingly	✓		I
	Effective communication with adults and children	✓		I
	Ability to follow instructions from senior team members	✓		I
	Ability to have a firm but fair approach towards handling behaviour issues in line with the school's policies	✓		I
	Ability to build effective working relationships with colleagues	✓		I
Personal Qualities	Enjoyment of working with children	✓		I
	Commitment to supporting and understanding pupil needs	✓		I
	Uphold and promote the Catholic ethos and values of the school	✓		I
	Commitment to maintaining confidentiality at all times	✓		I
	Commitment to safeguarding, equality, diversity and inclusion	✓		I



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Notes:

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
