



Job Description

Job Title:		Breakfast Club/After School Club Leader			
School:		West Walker Primary School			
JE Code:	AA703	Evaluation:	387 points	Grade:	N4
Date:	January 2007	Status:	Final		
Job purpose:		Ensure the effective operation of the After School Club overseeing all aspects of the facility's operation on a day-to-day basis.			

Main responsibilities

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Advise, support and assist the Headteacher in the development of an effective programme of activities ensuring appropriate equipment, facilities and services are available.
2. Supervise the work of the Breakfast/After School Club Assistant(s).
3. Undertake activities with pupils that promote the development of intellectual, moral and spiritual and social skills.
4. Respond to the practical needs of children where there is an identified special educational need.
5. Provide general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
6. Assist in the control of income and expenditure for the Breakfast/After School Club ensuring relevant records are maintained.

Trust responsibilities:

7. Work to fulfil the vision and values of the trust.
8. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
9. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.

10. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
11. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
12. Participate in appraisal, training and development and other activities that contribute to performance management.
13. Attend and participate in regular team and 1:1 meetings.