**Job Title** Breakfast and Afterschool Club Assistant

**Department** Moorlands Primary Academy

**Responsible to** Responsible to Club Manager, ultimately the Headteacher

**Role and Context**

**Job Purpose** A breakfast and afterschool club assistant is a capable individual with responsibility for caring for children and maintaining a high-quality, stimulating learning environment.  
  
They are warm and responsive, working flexibly and effectively as part of a team to ensure the smooth running of the club.

**Context** Job Family: Classroom and Pastoral

**Principal Accountabilities (in order of importance)**

**PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES**1. To create a safe, welcoming and inclusive environment for all children  
2. To be aware of Moorlands Primary Academy policies and procedures and ensure these are adhered to  
3. To share responsibility for the welfare of all children at the club, following systems to ensure consistent, high-quality care  
4. To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies  
5. To be reliable, punctual, maintaining staffing ratios at all times  
6. To develop genuine bonds with the children and support colleagues to sensitively fulfil their responsibilities  
7. To reflect on practice and daily routines, tailoring them to meet the individual needs of each child  
8. To contribute to planning and the provision of a stimulating range of age appropriate activities and ensuring the club is well-resourced and creatively set up  
9. To provide feedback and work in partnership with key parents, carers and schools, building and maintaining relationships that encourage trust and open communication  
10. To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times.  
11. To be professional and a good role model to the children and other staff members at all times  
12. To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the club  
12. To cooperate and work effectively with the Manager, taking on additional responsibilities/duties  
13. To undertake any other aspects of club work according to need.

**Support for the School**  
  
Be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.  
  
Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.  
  
Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.  
  
Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.

**Person Specification**  
  
This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

**Essential Desirable**

**Qualifications** Good numeracy/literacy skills  
  
 Completion of DfES Teacher  
 Assistant Induction Programme or  
 equivalent experience.  
  
 L2 or equivalent in teaching   
 assistance or experience  
  
 Training in the literacy/numeracy  
 strategy  
  
 First Aid training/training in  
 specific medical procedures.

**Experience** Working with or caring for  
 children of relevant age.

**Skills/Knowledge** Knowledge of relevant policies/  
 codes of practice and awareness  
 of legislation;  
   
 Basic understanding of child  
 development and learning;

Ability to self-evaluate learning  
 needs and actively seek learning  
 opportunities;  
  
 Ability to relate well to children  
 and adults;  
  
 Work constructively as part of a   
 team, understanding classroom  
 roles and responsibilities and your  
 own position within these.

**General Information**  
  
The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.  
  
All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school’s policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.  
  
Job holders will be expected to be flexible in the duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.