**Role Profile**

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| **Service:** |  |
| **Location:** | **Various – Community Schools within London Borough of Barnet** |
| **Job Title:** | **Breakfast/After School Club – Level 1** |
| **Grade:** | **A** |
| **Post No.:** |  |
| **Reports to:** | **Headteacher/Deputy Headteacher/Premises Controller** |

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| 1. **Purpose of Job:**   To supervise the welfare and safety of children attending the Breakfast/After School Club  To offer full and practical support in the day to day running of the Breakfast Club/After School Club(s)  To work as part of a team in liaison and co-operation with headteacher, class teachers, other breakfast/after school club leaders, kitchen staff, parents and governors |

**2. Key accountabilities/duties/responsibilities:**

Each school and club is organised differently, and the range of duties carried out will be different in each school/club. The below section of this role profile will give examples of the duties and responsibilities that may be carried out. This list is not exhaustive

* To supervise the welfare and safety of children whilst attending the club(s)
* To supervise children attending the club(s) in all areas of the club premises/school location
* To support child’s independence by encouraging good social behaviour by encouraging children to interact with one another and engage in play and activities
* To work in accordance with the schools’ ethos and policies on safeguarding, equal opportunities, behaviour, discipline and bullying
* To be aware of and adhere to the Safeguarding Policy and Procedures of the school
* The preparation and completion of activities to suit a range of children’s needs under the guidance of the Club Supervisor/Manager
* To prepare and maintain equipment/resources as directed by Club Supervisor/Manager
* To help prepare and provide healthy meals, drinks and refreshments for the children following food hygiene guidelines
* To ensure that meal times are a time of pleasant social sharing
* To carry out associated ancillary duties such as clearing up spillages in accordance with school procedures
* To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate
* To deal with any disagreements between children in a fair manner
* To look out for and report any child who is isolated or upset to the appropriate person
* To report any incident with child(ren) to appropriate person and complete incident report/alert form
* May be the qualified first aider and administer first aid as appropriate after training
* May assist in ordering supplies for the club
* May assist with the registration of those attending the club(s)
* May provide clerical/admin support, e.g. photocopying, filing, collecting money

**3**. **Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council’s values. To ensure that a high level of confidentiality is maintained in all aspects of work.

**4.** **Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

**5. The Council’s Commitment to Equality**

To deliver the council’s commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

**PERSON SPECIFICATION**

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| **Knowledge, training and experience** |
| * Good numeracy/literacy skills * Understanding of good quality childcare * Knowledge of relevant school policies and procedures such as safeguarding, child protection, health and safety, equal opportunities, behaviour, discipline and bullying * Knowledge of food hygiene regulations * Knowledge of cultural and religious differences, e.g. dietary requirements * Willingness to undertake training and attend courses relevant to the post as required |
| **Skills** |
| **Planning, organising and controlling skills**   * Planning to ensure the welfare and safety of children throughout their attendance at the club(s) * Planning to ensure that all tasks are completed within strict and given timescales, such as all children attend between given start and end times, preparation of healthy meals/snacks at set times * To plan and deliver creative play opportunities in a safe, stimulating and inclusive environment |
| **Communication and influencing skills**   * Communicates according to child(ren)’s needs, such as culture, age, additional support needs * Supervises groups of children and encourages good behaviour whilst attending the club(s) * Encourages and motivates good behaviour through activities/playing of games * Provides feedback to Headteacher/Deputy Headteacher/all school staff and complete incident reports/alert forms * Encourages parental/carer involvement and support of the club(s) |
| **Initiative and Innovation skills**   * Works within and complies with school policies and procedures relating to safeguarding, child protection, health and safety, security, equal opportunities, behaviour, bullying and discipline * Use of initiative in ensuring that club/school routines are followed, such as entry and exit of play areas and club/school premises * Use of initiative in dealing with incidents that arise from ensuring welfare and safety of children during attendance at club(s), such as minor injuries, incidents of bullying, deciding when to call for additional help * Use of initiative in participating in activities/playing games to promote and motivate good behaviour |

**Supplementary Information Form**

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| **Post Title** | **Breakfast/After School Club – Level 1** |
| **Service Area** | **Various – Community Schools within London Borough of Barnet** |
| **Job Ref Number** | For office use |
| **Budget management accountability** | Please describe the accountability for managing budgets and their value, if applicable  None |
| **Staff management accountability** | Please describe the accountability for managing or supervising employees or equivalent, if applicable  None – requirement for team working |
| **Physical effort** | Please describe any physical effort associated with the job that is over and above normal office requirements  Daily requirement to set up activities/play equipment, laying of tables    Requirement to undertake domestic jobs within the club(s), e.g. preparation of drinks and refreshments, cleansing of equipment, cleansing of food preparation areas, clearing up spillages  An on-going requirement for standing and/or working in awkward positions, such as bending over tables, sitting on small chairs or the floor and crouching to a child’s height |
| **Working environment** | Please describe any adverse working conditions associated with the job that are over and above normal office environment, including abuse and aggression from the public.  Club activities can be noisy – plus requirement to ensure safety of children re food, using cutlery  Occasionally assist children to change out of soiled clothing  Regular outdoor working, e.g. outside play activities however unlikely to work outside in extreme weather conditions  May experience a range of behaviours from pupils, such as verbal abuse, challenging behaviour, physical outbursts  May be exposed to challenging parents/carers and occasionally verbal abuse |

**Role Profile Checklist**

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| 1 | The role profile contains a **job purpose** statement that clearly and concisely describes the overall purpose of the job. This should be a short statement, usually 2 or 3 sentences at the most. | □ |
| 2 | The role profile contains a number of **accountability or responsibility** statements that describe the role in more detail. | □ |
| 3 | The role profile contains a **person specification** that clearly details the knowledge, skills and experience required by somebody to carry out the job. | □ |
| 4 | The role profile contains the level and type of qualification (or equivalent experience) required to carry out the job | □ |
| 5 | The SIF contains specific information concerning accountability for managing or monitoring budgets and/or the management or supervision of other people. | □ |
| 6 | The SIF contains specific information concerning the physical effort and/or working conditions experienced in the role. (over and above ‘normal’ office environment) | □ |

**DECLARATIONS**

This role profile and supplementary information form provides a fair reflection of the responsibilities, duties and demands of the role and the knowledge, skills and competencies required to carry it out.

Line manager to tick the appropriate boxes below:

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| 1 | Consulted with individual jobholder if applicable (do not tick if the job covers more than one jobholder) | □ |
| 2 | Consulted with group/sample of jobholders if applicable (do not tick if the job covers just one jobholder) | □ |
| 3 | Trades union involved in the update process if applicable (please tick if a trade union representative has been involved in the update process. For example, if the individual is a union member and requested their rep be involved or where there are larger groups of employees) | □ |
| 4 | No jobholder as job is currently vacant | □ |
| 5 | Role being evaluated is for a restructure consultation | □ |
| 6 | Jobholder not consulted – Other reason: Please specify: | □ |

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| --- | --- |
| Line Manager | Head of Service |
| Print | Print |
| Sign | Sign |
| Date | Date |