**Breakfast/After School Club Leader Job Description**

Evolve Church Academy Trust 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.

**Job Details**

**Job title:** Breakfast/After School Club Leader Job Description

**Responsible for:** All attending pupils

**Accountable to**: Acting Head of School, Boddington Primary Academy Governing Body – Part of Evolve Church Academy Trust

**Job Purpose:**

To manage the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will involve preparing engaging activities and making sure all pupils follow relevant policies and procedures.

**Safeguarding requirement:**

Evolve Church Academy Trust is committed to safeguarding and promoting the welfare of children and their families. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Duties and responsibilities

Planning and delivering activities

* Plan and deliver age-appropriate activities and experiences to support pupils’ development
* Offer educational instruction where needed to help pupils to share equipment
* Supervise pupils during activities and help to resolve issues between pupils
* Monitor pupils that aren’t engaging in play and feed back any concerns to class teachers/Acting Head of School
* Manage stock of resources necessary to carry out planned activities

Health and safety

* Observe pupils and the environment and take action to minimise any identified health and safety risks
* Deliver first aid to respond to minor and major incidents
* Record details of incidents in line with the school’s reporting procedures
* Feed back concerns relating to pupils’ health and safety to a senior member of staff
* Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
* Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained
(e.g. first aid kits)
* Co-ordinate and offer support with setting up and putting away all equipment safely

Behaviour

* Report any incidents of serious misbehaviour to the relevant staff member, in line with the school’s behaviour policy
* Take necessary action to minimize disruption and harm to pupils, in line with the school’s behaviour policy
* Follow any directions from class teachers on supporting specific pupils with challenging behaviour
* Support pupils with their independence and self-esteem when carrying out activities

Safeguarding

* Keep accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details
* Keep accurate attendance records and report non-attendance in line with school procedures
* Be responsible for pupils until the school day starts / a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
* Look out for any unidentified visitors approaching the school and follow the school’s procedures for approaching/reporting individuals

Please note: 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 postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

All candidates are expected to satisfy the requirements of a full DBS check before commencing employment.

**Signed: Head Teacher**

**Signed: Pre-School Manager**