



## **JOB DESCRIPTION**

<b>Job Title:</b>	Breakfast Club Assistant
<b>Salary:</b>	TPAT Point 1
<b>Responsible to:</b>	Headteacher / Teaching Staff
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External:</b>	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Parents/Carers

### **Main Purpose of the Job:**

To supervise children during breakfast and play and to prepare and serve non-cooked breakfast.

### **Main Duties and Responsibilities:**

- To interact positively with children to encourage them to engage in meaningful and constructive activities.
- To prepare the dining area; to include moving and setting up tables and chairs and to wash up dishes.
- Prepare and serve a simple uncooked breakfast (cereal, fruit, toast).
- To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
- Be responsible for children during outdoor activities and ensure that the ratio of 1:8 is maintained. Complete a list of children to ensure that everyone is accounted for.
- Ensure a First Aid box is taken outside during outdoor activities and to deal with emergencies that may occur. Complete an accident form as necessary, making sure any accidents / incidents are recorded and reported appropriately.
- Deal with any anti-social behaviour promptly and ensure that the Headteacher / Teacher and appropriate parents are informed.

### **General / Other**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all Trust policies and procedures;
- To undertake mandatory training as required by the Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;

- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.