



Job Description *Breakfast Club Assistant*

This post is directly responsible to the Breakfast Club Lead

KEY PRIORITIES

- To supervise children attending breakfast club, providing a balanced and healthy breakfast, appropriate activities, securing their safety, monitoring their wellbeing and ensuring good behaviour.
- To support planned activities within a safe and stimulating environment in accordance with club and/or school policies.
- To follow our school's behaviour policy to promote excellent behaviours for all pupils.
- To ensure our school provides equal opportunities in all aspects of its work.

MAIN RESPONSIBILITIES

SUPPORTING LEARNING

- Liaise with parents when requested by the Breakfast Club Lead.
- Plan and deliver appropriate activities for children for the duration of the club.
- Recognise how the quality of breakfast club impacts on learning and on pupils' attitude to school.

MANAGING BEHAVIOUR

- Manage the behaviour of children during Breakfast Club, following the school's behaviour policy.
- Support the Breakfast Club Lead with any issues that may arise.

COMMUNICATION

- Establish and maintain positive relationships with children and their families.
- Communicate effectively with other members of the team.
- Follow up any issues arising with the Breakfast Club Lead.
- Ensure registers are taken on time and effectively.

SUPPORTING PUPIL WELFARE

- Serve a balanced and healthy breakfast and support pupils during breakfast time as appropriate.
- Administer first aid, where appropriate training has been given and ensure procedures for recording all incidents are adhered to.
- Follow our school safeguarding policy to ensure all pupils are kept safe both in school and beyond school.
- Maintain the health and safety of pupils and colleagues in the provision by maintaining a clean and tidy environment, following evacuation procedures and report any hazards that cannot be dealt with.

DEVELOPING SELF

- Ensure a Level 2 Food Hygiene certificate is completed annually.
- Undertake any other training in accordance with contractual requirements.

OTHER DUTIES

- Follow our School's Equal Opportunities policies.
- Maintain confidentiality and observe data protection and associated guidelines.

Signed (member of staff): _____ Date: _____