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| **Breakfast Club Assistant**  **Wood End Park Academy** | |
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| **Job Description** | |
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| **Reporting to** | The Pupil & Families Worker andAcademy Principal |
| **Grade** | 2 |
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| **Job Purpose** | |
| To provide safe, high quality play opportunities and care for children, and be responsible for the day to day organisation and operation of the Breakfast Club/After School Club. | |
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| **Key Accountabilities** | |
| The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.  **Main Duties and Responsibilities**   * To work with all staff to ensure that a caring and stimulating environment is provided for   children that takes into account individual needs.   * To provide safe, creative, appropriate play opportunities that will excite the children, preparing and organising the activities programme. * To promote Learning through Play. * To provide full care for the children including a healthy, simple snack and refreshments as needed. * To ensure that the Club is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire evacuation procedures are carried out effectively. * To ensure records are properly maintained e.g. accident book * To administer basic First Aid (if First Aid-trained) or seek immediate First Aid support if required. * To carry out day to day administration, record keeping, ordering and purchasing materials and equipment * To be responsible for keeping an accurate register of attendance at every session. * To assist in the collection and recording of payments and deliver to the school office staff * To liaise with parents/carers, informing them about the club and its activities * To work within agreed policies and practices, including behaviour management, child protection, equal opportunities and Health & Safety.   **General**   * Maintain confidentiality in and outside the workplace; * Support the implementation of academy policies; * Promote the inclusion and acceptance of all pupils; * Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action; * Attend and participate in meetings and training opportunities; * Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.   This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation. | |
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| Confidentiality | | | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. | | | |
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| **Data Protection** | | | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018. | | | |
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| **Safeguarding** | | | |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. | | | |

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| **Person Specification** | | |
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| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | 1. To have experience of working with children 4 -11 years old. 2. An appropriate NVQ Level 2 qualification of equivalent. | 1. An appropriate NVQ Level 3 qualification or equivalent (enrolment on course will be considered). 2. Experience of running an extended service. |
| **Skills & Knowledge** | * Ability to speak English to a good level * An understanding of good quality childcare * Understanding of how to work in a team * Ability to assist children’s learning * Ability to observe children and help develop social and communication skills * Ability to provide and facilitate safe, creative play. * Understanding of cultural diversity * Ability to supervise groups of children * Ability to maintain confidentiality * Awareness of Health & Safety standards * Awareness of child protection and safeguarding procedures | * First Aid * Basic Food Hygiene certificate. |
| **Personal Qualities** | * Suitability to work with children. * Warmth and enthusiasm * An ambitious approach to promoting children’s learning * A personal desire to learn and participate in appropriate training * Ability to listen and act on advice * Good communication skills * Commitment to equal opportunities * Good organisational skills * Initiative and flexibility * Ability to work as part of a team * Being able to deal calmly with difficulties. | * To have an understanding of the beliefs and values of different religious groups |