



JOB DESCRIPTION

Breakfast Club Assistant

REPORT TO

Head of School, Assistant Head of School or other designated person

GRADE

2.3

JOB PURPOSE

To assist in the development and daily management of the Breakfast Club providing a safe, caring and stimulating environment for children. To work in partnership with parents and carers, and to promote the wellbeing of the children.

MAIN RESPONSIBILITIES

- Assist at Breakfast Club, developing and maintaining high standards throughout to ensure the welfare of the children at all times.
- Ensure children have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the school's Equal Opportunities Policy is adhered to.
- Assist in ensuring the Breakfast club is to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, and assist with Health and Safety matters in the Breakfast Club to ensure the safety and wellbeing of all those who use and work in the Club.
- To supervise the safe escorting of children to ensure their wellbeing at all times, for example outside play.
- Assist with equipping the Breakfast Club in order to provide a stimulating environment for the children and implement policies and procedures within the Breakfast Club.
- Ensure that high standards are maintained with regards to how the club runs and showing how the resources (staff, premises, equipment) are used to ensure the needs of the children are met.
- To deal with any immediate problems or emergencies arising according to the school's policies and procedures.

- To report back to the appropriate member of staff using the school's agreed referral procedures on the behaviour of pupils during the Breakfast Club, or any other issues that may be relevant.
- To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.
- The post holder will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors and all members of the school community.

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

EQUAL OPPORTUNITIES

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Equal Opportunities policies.

HEALTH AND SAFETY

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Health and Safety policies and procedures.

SAFEGUARDING

All Trust staff have a responsibility to safeguard and promote the welfare of children and young people across the Trust.

PERFORMANCE STANDARDS FRAMEWORK COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A – Application Form I – Interview T - Test
EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS			
Educated to GCSE (minimum C Grade in English and Maths)		✓	A
Food Hygiene Qualification		✓	A
Willingness to participate in further Continued Professional Development	✓		A/I
KNOWLEDGE AND EXPERIENCE			
Recent experience of working in a school environment		✓	A
Basic Food Hygiene Awareness	✓		A
Awareness of healthy food choices		✓	A
Experience in the policies, systems and procedures of a school setting		✓	A/I
Experience of working with children with different needs and demands		✓	A/I
Experience of organising structured activities for groups of children		✓	I
Use and experience of a range of positive behaviour management strategies		✓	A/I
SKILLS AND ABILITIES			
Ability to react calmly and appropriately in an emergency, with the health and safety of both pupils and staff the prime concern	✓		I
Able to communicate effectively with children, parents and staff	✓		A/I
Able to positively motivate and encourage pupils and staff	✓		A/I
Confidence and ability to use own initiative	✓		A/I
Ability to use ICT and other basic technology		✓	A/I
ATTRIBUTES AND QUALITIES			
An effective team player but can think and work independently	✓		I
Able to work under pressure in a busy school environment	✓		I
Professionally discreet and respects confidentiality	✓		A/I