

JOB DESCRIPTION

Job Title	Breakfast Club Leader
Reports To	Head of School
Responsible For	Breakfast Club
Contract Type	Fixed Term Contract until 19 December 2025
Pay Grade & Scale Point	Grade D SCP 4
Working Weeks	Term Time Only
Hours	7 hours per week (7.30-8.45 Mon-Fri to run the club, with the addition of 45 minutes per week for setting up, any administration and collecting food shopping)
Location	Churchfields The Village School

Overall Purpose

To be responsible for the development and daily management of the Breakfast Club, providing a safe, caring and stimulating environment for children before or after school.

Key Relationships

The post holder would expect to liaise with:

- Teaching & Support Staff by working together to support the running of the club and consulting with each other regarding the children.
- The children in providing them support.
- Parents through discussions at drop off/pick up time and whenever is appropriate.

Key Role Responsibilities

1. To ensure that the health and safety needs of each individual child are always met by assisting the Club Leader/Committee/Head Teacher.
2. To stimulate, encourage and develop children's play in a positive way enabling them to play appropriately and creatively, individually or in groups.
3. Acknowledge and note individual children's progress and development if appropriate and be able to share this with parents and supervisor.
4. Report any issues of concern regarding an individual child to Club Leader/Teacher / Supervisor as soon as possible.
5. Set up the play space, including moving furniture and play equipment.
6. To prepare / serve breakfast or snacks as necessary.
7. Administer first aid when necessary and record any injuries and notify parents as and when necessary.

8. Be familiar with and comply with all the school's policies and procedures

Supervision and Management

The jobholder does not have regular supervisory responsibility for staff.

Creativity and Innovation (i.e. Problem Solving)

The job holder works within school procedures and policies and will instigate child-centred play in a structured environment and relaxed atmosphere maintaining overall quality of care.

Working Environment

The jobholder is based in play/activity settings and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils. There may be a need to deal with the personal care of pupils.

Decision Making

The jobholder is expected to follow school procedures and plans.

Knowledge and Skills

New entrants are not required to have any background in Learning Support work or play but must have good general skills at dealing with children/young people and have the ability, to learn and apply support techniques.

Safeguarding

Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education) and our safeguarding and child protection policies. Promote the safeguarding of all pupils in the school.

Team working and Collaboration

Participate in any relevant meetings/professional development opportunities both at the school and across the Trust, which is relatable to the responsibilities of your role.

Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Expectations

As appropriate to the postholder's duties must be carried out in compliance with the following:

- Trust Policies
- To work at all times within Code of Conduct, GDPR, Health and Safety and the Safeguarding Policy
- To work flexibly as required
- To put all children, in the Trust, at the core of all decisions and actions
- To be an ambassador for Palladian Academy Trust

- To uphold the vision, values and ethos which underpin the Trust and support how we work as a single organisation.

Safeguarding Statement

The Palladian Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All short-listed candidates will be subject to the appropriate online checks and Google searches as part of our recruitment process. Your suitability to work with children and young people will form part of the selection process.

The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive and robust pre-employment checking process. Prior to appointment Palladian Academy Trust will apply for an enhanced DBS check plus a further check against the appropriate barred list, references from current and previous employers, health screening, and the right to work in the UK.

PERSON SPECIFICATION

Job Title	Breakfast and Afterschool Club Assistant (Wrap around Care Assistant)
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> • A minimum of both GCSE Maths and English 	<ul style="list-style-type: none"> • Food Hygiene • Previous experience of working with children
Knowledge	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Interest in child development and social interaction
Skills and Abilities	<ul style="list-style-type: none"> • Good interpersonal skills with both adults and children • To work as part of a group and individually 	<ul style="list-style-type: none"> •
Work-related Personal Requirements	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Creative with good knowledge of a range of recreational and physical past time activities for children

Signed:

Signed:

Line Manager

Job Holder