



Hawkesbury CE Primary School
High Street
Hawkesbury Upton
GL9 1AU

Job Title: Breakfast Club Supervisor

Grade: Hay 11

JOB PURPOSE:

- To be responsible for the development and daily management of the Club providing a safe, caring and stimulating environment for children.
- To work in partnership with parents and carers and to promote the well being of children.
- To implement and review the policies, procedures and practices within the Afterschool Club in line with the agreed principles of the Afterschool Club and the School.
- To supply snacks as appropriate.

DUTIES AND RESPONSIBILITIES

1. Finance

- a) To record attendance.
- b) To assist with the chasing up of arrears
- c) To order adequate supplies.

2. Administration

- d) Record attendance/absence and follow up with parents.
- e) Reporting finance to School Office staff.

3. Main Duties

- f) To help to create a welcoming and supportive environment for the members of the club.
- g) To be responsible for the management of the behaviour of members of the club.
- h) To ensure children have access to appropriate activities to support their physical, emotional, social and intellectual development and ensuring the school's Equal Opportunities Policy is adhered to.
- i) To order provisions ie bread, butter, cereal and milk.
- j) To assist with the tidying of the venue after use and prompt children for taking responsibility for housekeeping.
- k) To monitor attendance of students especially those with particular needs.

- l) To support the aims and ethos of the School.
- m) To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- n) To be aware of and support difference and ensure all children have equal access to opportunities.
- o) To participate in training, other learning activities and performance development as required.

4. Reception/Telephone

- p) Contact parents re: children's attendance and illness
- q) Contact emergency services if necessary.

5. DIMENSIONS

The Club supervisor will have day to day responsibility for running the Club.

6. JOB CONTEXT

The Club supervisor will be one of the providers of supervision to support the effective management and operation of the club.

7. SUPERVISION AND WORK PLANNING

The Club supervisor will receive general direction and supervision from the Headteacher/SLT but will be expected to use initiative to anticipate requirements and deal with situations as they arise.

The postholder must have the capacity to plan ahead, anticipate potential difficulties and establish an appropriate course of action.

8. PROBLEMS AND DECISIONS

The Club supervisor must exercise responsibility for the welfare and safety of the children at all times, intervening where necessary to ensure safe and proper conduct.

They will be able to act as an adult role model at all times and will require the ability to make sound and consistent decisions which will gain the respect of pupils and produce a controlled and constructive club environment.

9. CONTACTS

The Club supervisor will be required to establish good working relationships with all school staff, while being sensitive to confidentiality requirements. There will be frequent contacts with pupils, parents and school staff.

10. KNOWLEDGE, EXPERIENCE AND TRAINING

- A good level of general education normally evidenced by a minimum of 3 GCSEs (including Maths and English) at Grade C or above, **or**
- Equivalent and appropriate relevant experience.
- Previous experience of working with children in an educational setting.

- Good interpersonal skills with both adults and children.
- Behaviour management skills and an understanding of health and safety and children protection policies and responsibilities.
- Basic knowledge of ICT applications and experience of word processing is an advantage.
- In receipt of a current First Aid Certificate.

11. PHYSICAL EFFORT

Working in a normal school environment. No specific requirements.

12. WORKING ENVIRONMENT

There may be some occasions when the post holder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems.

Some anti social behaviour by students may be experienced but training will be given in the appropriate strategies for dealing with such behaviour.

The post will also involve some supervisory duties being undertaken on the playground or other external spaces in hot or cold weather conditions.

13. EQUIPMENT

Computer and other office equipment.

14. GENERAL

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out. It is assumed that other duties of a similar level/nature undertaken within the school are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training will be given to enable the post holder to undertake this new/varied work. Variations may include temporary duties in the absence of other staff to ensure the smooth running of the school's administrative system.

15. SPECIAL NOTES OR CONDITIONS

The post will be subject to a full DBS check and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared. The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.