Purpose of Role

St Gregory the Great
Catholic Academy Trust

'Where love exists, it does great things'

Job Description	
Role	**Breakfast Club Lead**
Grade	**B3**
Responsible to	**Headteacher**
Responsible for	**Overall Breakfast Club Provision**

The post holder will be responsible for planning and preparing a programme of activities and leading a team of staff, taking responsibility for all relevant paperwork and administration. They will develop, implement, and review the policies procedures and practices within the provision. The post holder will also take a lead role in the promotion of the club in the local area.

To promote and ensure the welfare and safeguarding of children at all times.

Role Responsibilities

- Planning a wide variety of activities, for both the short and long term, to stimulate and support children's intellectual, emotional, physical, social, language and play development.
- Ensuring the club is appropriately resourced (including provision of food) identifying equipment needs and working within an identified budget.
- Deploying the time and skills of adults in order to offer each child the attention, stimulus and support that will ensure opportunities for continuity and progression in play.
- Ensuring that all activities reflect positively the linguistic, religious, and cultural diversity of the community.
- Ensuring the National standards for Day Care and Out of School Clubs are adhered to and preparing for OFSTED inspections. Planning for and implementing any actions from inspections and ensuring compliance with legislation.
- Listening to, encouraging, enabling, stimulating the children, and ensuring their safe keeping.
- Ensuring the provision of good quality, nutritious and attractive food for the children prepared according to set standards of hygiene.
- Administering, monitoring, and evaluating the number of places being used in order to maintain sustainability and the efficient running of the club.
- Ensuring Health and Safety Procedures are implemented to ensure a safe environment for children and adults using the service, including first aid, food hygiene and general maintenance.

- Responsibility for some of the financial management of the service, including the collection of fees, invoicing and maintaining records.

- Ensuring that the financial regulations are adhered to.

- Responsibility for own professional development.

- Ensuring that any information relating to children, their families, Governors, and staff which are learnt as part of the job is kept confidential.

- Working closely with the school and prepare reports that will assist in the children's smooth transition into school.

- Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school.

- Responsibility for the securing of the building and resources.

- Responsibility for a group of children during any building evacuation.

General Responsibilities

- To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

- To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.

- To work collaboratively with colleagues, knowing when to seek help and advice.

- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.

- Play a full part in the life of the school community, fully support our distinctive Catholic mission and ethos and encourage and ensure staff and pupils follow this example.

- Be aware of and comply with school and Academy Trust policies and procedures e.g., child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and St Gregory the Great Catholic Academy Trust

- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.