

## Job description

<b>Job title</b>	Breakfast/Teatime Club Leader	<b>Grade</b>	LBR3 Point 5-6			
<b>School</b>	Wanstead Church School					
<b>Reports to</b>	Headteacher					
<b>Responsible for</b>	Supervision of children attending Breakfast/Teatime clubs					
<b>Purpose of job</b>						
To supervise children attending Breakfast and Teatime Clubs, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.						
<b>Main duties and responsibilities</b>						
<p>Prepare the Breakfast/Teatime Club facilities and activities, ensuring quality standards agreed are met.</p> <p>Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate.</p> <p>Organise play and art activities, reading and homework support.</p> <p>Establish good relationships with children - interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.</p> <p>Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.</p> <p>Ensure health and safety of children - maintain a register of children attending, control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire.</p> <p>Participate in the ongoing development, implementation and monitoring of the service plans.</p>						

## **General**

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

Be aware of and comply with policies and procedures relating to 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 all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

## Person specification

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<b>School</b>	Wanstead Church School		

### **Education and Qualifications:**

- Good literacy and basic numeracy skills
- Competent basic ICT skills

### **Experience/Knowledge/Skills:**

- Experience of working with or caring for pupils of relevant age.
- Understanding of relevant polices/codes of practice and awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.
- Confidence in dealing with young people, maintaining discipline, motivation and ensuring well being of children including acting on bullying.
- Ability to maintain confidentiality at all times.
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to promote school when talking to visitors, colleagues and members of the community.
- Sympathetic to the school's Christian ethos and willing to actively uphold the school's values.

### **Other job requirements:**

- Enhanced DBS check.