

Job Description

Post Title:	Breakfast Club Lead
Location:	Sunnyside Spencer Academy
Salary/Pay Range:	NJC02
Hours of work:	7:00am – 8:45am
Reporting to:	Principal

Purpose of Role

To lead in the supervision of children attending Breakfast Club. Provide safe, high quality play and learning opportunities, monitoring well-being and ensuring good behaviour.

To promote and actively support the values and ethos of the school.

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

- Planning, organising and leading learning activities to meet the children's needs
- Assisting the children in interacting with other pupils
- Organising events/activities that will enable all children to grow and shine
- Taking responsibility for the safety and well-being of all pupils including ensuring safe use of equipment and materials including classroom, PE/games/gymnasium, internally and externally ensuring the careful use of the school premises/site by pupils in your care.
- Recognise the quality of Extended School and the impact on learning, pupil's attitude to school
- Assist in the sourcing and purchase of equipment/resources within a designated budget.
- Promote outstanding pupil behaviour for learning and support social and emotional well-being, reporting any problems to the Principal and/or child Protection Lead as appropriate and in line with school policies.
- Assist pupils with eating, dressing and hygiene as required whilst encouraging independence.
- Provide intimate care and First Aid to pupils as necessary and appropriate.
- Develop and maintain appropriate professional relationships with pupils, teachers, support staff, parents/carers, governors, external professionals and agencies.
- Share information about pupils with other staff, parents/carers, internal and external agencies as appropriate
- Participate in the delivery of local and national initiatives, as determined by the Principal.

- When required cover the preparation of breakfast and snacks taking into account children's medical and dietary needs.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Act in accordance with all school policies and procedures and relevant legislation, particularly in relation to child protection, health and safety and behaviour management.
- To understand your shared responsibility for the health, safety and welfare of all pupils and staff.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Actively participate in and contribute to staff meetings and INSET
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
<ul style="list-style-type: none"> Working or volunteering with children. Working or volunteering with Early Years/Primary aged children in a school setting. Building relationships with children which promote learning. Persuading/convincing pupils to take a certain course of action, solve minor problems. Basic understanding of child development and learning principles 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	
Knowledge and skills		
<ul style="list-style-type: none"> Effective organisation skills to effectively manage time and prioritise as appropriate Ability to work effectively in a team and build strong relationships with colleagues Clear and accurate verbal and written communication skills Able to gain and maintain credibility with staff, parents/carers and other school partners. Effective written communication skills Statutory legislation relevant to child protection, health and safety 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	
Personal qualities		
<ul style="list-style-type: none"> Enjoy working with young children Able to demonstrate patience, empathy and attention to all pupils Ability to reflect on own practice and learning and listen to advice Highly organised, self-motivated and resilient To work autonomously but know when to ask for assistance or refer to more senior staff respect, confidence and credibility Inclusion and a positive, "can do" approach to learning A supportive ethos of enhancement, study support and extra-curricular activities Flexible working practices and willingness to go that "extra mile" Commitment to the highest standards of child protection and safeguarding Recognition of the importance of personal responsibility for health and safety Commitment to the Trust's ethos, aims and whole community. Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with Not barred from working with children 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	