**Role Profile**

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| **Service:** |  |
| **Location:** | **Various – Community Schools within London Borough of Barnet** |
| **Job Title:** | **Breakfast/After School Club – Level 2** |
| **Grade:** | **C** |
| **Post No.:** |  |
| **Reports to:** | **Headteacher/Deputy Headteacher/Premises Controller** |

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| 1. **Purpose of Job:**   To be responsible for the development and daily management of the Breakfast/After School Club(s)  To supervise the welfare and safety of children attending the Breakfast/After School Club(s)  To work as part of a team in liaison and co-operation with headteacher, class teachers, other breakfast/after school club leaders, kitchen staff, parents and governors |

**2. Key accountabilities/duties/responsibilities:**

Each school and club is organised differently, and the range of duties carried out will be different in each school/club. The below section of this role profile will give examples of the duties and responsibilities that may be carried out. This list is not exhaustive

* To plan and oversee a varied programme of games and activities in conjunction with colleagues
* To work with the headteacher/deputy headteacher to develop, implement and review the policies, procedures and practices within the Breakfast/After School Club(s)
* To work with the headteacher/deputy headteacher to administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club
* To maintain up to date records of resources and accurate financial records to ensure that income and expenditure is kept within budget
* To ensure that the setting is adequately staffed in accordance with staffing requirements and budgets
* To ensure that children whilst in attending the club(s) have access to appropriate activities to support their individual needs and giving consideration to ethnic and cultural backgrounds
* To work in accordance with the schools’ ethos and policies on safeguarding, equal opportunities, behaviour, discipline and bullying
* To be aware of and implement the Safeguarding Policy and Procedures of the school
* To maintain the Breakfast/After School Club(s) to an agreed standard of cleanliness and hygiene, before, during and at the end of each session
* To be responsible for health and safety matters within the Breakfast/After School Club(s) to ensure the well-being of all who use and work in the club(s)
* To take responsibility, with other staff members, for following the club(s) registration and departure procedures
* To supervise, lead and assist children in activities and games whilst encouraging good behaviour in accordance with club policies
* To assist in the provision and preparation of healthy meals, drinks and refreshments for the children following food hygiene guidelines
* To assist in the setting out and clearing up of club equipment
* May administer basic medical procedures and/or first aid for which training will have been provided
* May assist in ordering supplies for the club

**3**. **Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council’s values. To ensure that a high level of confidentiality is maintained in all aspects of work.

**4.** **Flexibility**

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

**5. The Council’s Commitment to Equality**

To deliver the council’s commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

**PERSON SPECIFICATION**

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| **Knowledge, training and experience** |
| * Educated to NVQ level 3 / AS or A2 level or equivalent experience * Experience of working with children in a similar setting * Understanding/experience of team motivation/leading other staff * Knowledge and understanding of relevant school policies and procedures such as child protection, health and safety, equal opportunities, behaviour, discipline and bullying * Knowledge of food hygiene regulations * Knowledge of cultural and religious dietary requirements * Willingness to undertake training and attend courses relevant to the post as required |
| **Skills** |
| **Planning, organising and controlling skills**   * Planning to ensure that the club(s) are adequately staffed in accordance with policy * Plans to ensure that children whilst in attending the club(s) have access to appropriate activities to support their individual needs and giving consideration to ethnic and cultural backgrounds * Planning to ensure the welfare and safety of children throughout their attendance at the club(s) * Planning to ensure that all tasks are completed within strict and given timescales, such as all children attend between given start and end times, preparation of healthy snacks at set times * To plan and deliver creative play opportunities in a safe, stimulating and inclusive environment |
| **Communication and influencing skills**   * Trains/demonstrates duties to new employees * Ensures team are aware to any specific needs of an individual child * Day to day supervision of Breakfast/After School Club(s) staff * Communicates according to child(ren)’s needs, such as culture, age, additional support needs * Supervises groups of children and encourages good behaviour whilst attending the club(s) * Encourages and motivate good behaviour through activities/playing of games * Provides feedback to Headteacher/Deputy Headteacher/all school staff and complete incident reports/alert forms * Encourages parental/carer involvement and support of the club(s) |
| **Initiative and Innovation skills**   * Works within and complies with school policies and procedures relating to child protection, health and safety, security, equal opportunities, behaviour, bullying and discipline * Use of initiative in ensuring that club/school routines are followed, such as entry and exit of play areas and club/school premises * Use of initiative in dealing with incidents that arise from ensuring welfare and safety of children during attendance at club(s), such as minor injuries, incidents of bullying, deciding when to call for additional help * Use of initiative in playing games to promote and motivate good behaviour * Use of initiative in reporting incidents to Headteacher that may require additional action relating to child, such as behavioural problems * Use of initiative in reporting Breakfast/Afternoon Club(s) staff feedback to Headteacher or Deputy Headteacher, such as on new school policy or changes in policy * To assist in the development and review the policies, procedures and practices within the Breakfast/After School Club(s) |

**Supplementary Information Form**

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| **Post Title** | **Breakfast/After School Club – Level 2** |
| **Service Area** | **Various – Community Schools within London Borough of Barnet** |
| **Job Ref Number** | For office use |
| **Budget management accountability** | Please describe the accountability for managing budgets and their value, if applicable  Maintains up to date records of resources and accurate financial records to ensure that income and expenditure is kept within budget |
| **Staff management accountability** | Please describe the accountability for managing or supervising employees or equivalent, if applicable  Participation in recruitment process  Supervision of Breakfast/After School Club(s) staff |
| **Physical effort** | Please describe any physical effort associated with the job that is over and above normal office requirements  Daily requirement to set up activities/play equipment, laying of tables    Requirement to assist in domestic jobs within the club(s), e.g. preparation of drinks and refreshments, cleansing of equipment, cleansing of food preparation areas, clearing up spillages  An on-going requirement for standing and/or working in awkward positions, such as bending over tables, sitting on small chairs or the floor and crouching to a child’s height |
| **Working environment** | Please describe any adverse working conditions associated with the job that are over and above normal office environment, including abuse and aggression from the public.  Club activities can be noisy – plus requirement to ensure safety of children re food, using cutlery  Occasionally assist children to change out of soiled clothing  Regular outdoor working, e.g. outside play activities however unlikely to work outside in extreme weather conditions  May experience a range of behaviours from pupils, such as verbal abuse, challenging behaviour, physical outbursts  May be exposed to challenging parents/carers and occasionally verbal abuse |