

## JOB DESCRIPTION

<b>SCHOOLS:</b> Generic		<b>Is this description a generic JD?</b> Yes
<b>GRADE: G3</b>		<b>JEM Reference No: 01-203</b> <b>Enhanced DBS Required? Yes</b>
<b>JOB TITLE: Breakfast Club Supervisor</b>		
<b>REPORTS TO :</b> Headteacher (or other designated person)		
<b>1.</b>	<b>PURPOSE OF JOB:</b> To supervise pupils before school starts in the morning. The role involves taking sole charge of a group of pupils, giving them breakfast if required, helping them with homework tasks and doing other activities.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>	
	i.	In accordance with DfES recommendations the postholder should be familiar with the full range of school policies, particularly those regarding health and safety, equal opportunities and special educational needs.
	ii.	The postholder should have the necessary skills to safely manage and organize small group activities (e.g. watching TV, playing games and some outdoor activities).
	iii.	DfES recommends postholder's have an understanding and ability to use a range of strategies to deal with behaviour, as a whole, and also individual behavioural needs.
	iv.	Manage the behaviour of pupils whilst they are in Breakfast Club.
	v.	Purchasing, serving and cooking (when necessary) food for breakfast (cereals, toast, etc).
	vi.	Ensure the general hygiene of the room used and the equipment. Laying out eating utensils as necessary, cleaning and cleaning them away after use.
	vii.	Assisting pupils with homework where necessary.
	viii.	Promoting the physical, emotional, educational and social development of the pupils.
	ix.	Deal with any immediate problems or emergencies according to the school's policies and procedures. Administer first aid where necessary.
<b>3.</b>	<b>MANAGEMENT OF PEOPLE</b>	

	<p>N/A</p> <p><b>SUPERVISION OF PEOPLE</b></p> <p>N/A</p>
<b>4.</b>	<p><b>CREATIVITY AND INNOVATION</b></p> <p>Postholder must understand and utilise a range of strategies to deal with behaviour as a whole and also individual behavioural needs.</p>
<b>5.</b>	<p><b>CONTACTS AND RELATIONSHIPS</b></p> <p>Direct contact with pupils, Headteacher and other employees at the school.</p>
<b>6.</b>	<p><b>DECISIONS</b></p>
	<p>a) <b>Discretion</b></p> <p>The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.</p>
	<p>b) <b>Consequences</b></p> <p>Impact would be to a child or group of children and should be easily identified and rectified.</p>
<b>7.</b>	<p><b>RESOURCES</b></p> <p>The postholder has responsibility for Breakfast Club equipment.</p>
<b>8.</b>	<p><b>WORK ENVIRONMENT</b></p>
	<p>a) <b>Work Demands</b></p> <p>Tasks may be interchanged but overall programme is not interrupted.</p>
	<p>b) <b>Physical Demands</b></p> <p>School based, limited physical effort required.</p>
	<p>c) <b>Working Conditions</b></p> <p>Work normally performed in a heated, lit and ventilated environment; may be exposed to moderate noise. Work can also be out of doors if weather permits.</p>
	<p>d) <b>Work Context</b></p> <p>Potential risk to well being through management of pupil behaviour and postholder may be exposed to aggression from children.</p>
<b>9.</b>	<p><b>KNOWLEDGE AND SKILLS</b></p> <p>Basic Certificate in Food Handling. 1 year's experience in school environment.</p>

	Postholder must be aware of and adhere to school Health and Safety policy.		
<b>10.</b>	<b>GENERAL</b>		
<b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
<b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
<b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
<b>Safeguarding</b> -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			
	Name:	Signature:	Date:
Job Description written by: [Manager]	.....	.....	.....
Job Description agreed by: [Postholder]	.....	.....	.....
Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.			
Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.			