



Breakfast Club and After School club

Heath Hayes Academy

Job Description

To organise a daily routine that meets the emotional, social, physical and intellectual needs of the children, building links and working in partnership with parents, carers and professionals to promote the wellbeing of the children.

The breakfast club runs from 7:30 – 08:45 and the after school club runs from 15:15 – 18:00.

The duties and responsibilities of the breakfast club and after school club staff are as follows:

1. Provide quality integrated day care & education for all children within the remit of the Ofsted National Standards and the Early Years Foundation Stage;
2. Implement an appropriate curriculum working within the 'Birth to Three Matters' framework and the Foundation Stage guidance;
3. Involved in the development of a seamless service for children where education and care are part of the daily experiences for all children.
4. To liaise effectively with other team members, children and parents/carers
5. To support the provision of a range of stimulating activities, indoor & outdoor, relevant to the age, stage and needs of young children, which encourage and develop all areas of development.
6. To work in partnership with parents/carers and the team around the child with special needs to ensure full integration.
7. To understand and adhere to all the policies to ensure the safety and well-being of all the children, parents and staff.
8. Apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment.
9. Contribute to the creation of an appropriate learning environment through display and organisation.
10. Contribute to the creation of appropriate learning resources.
11. Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
12. Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
13. Be aware of, support and ensure equal opportunities for all.
14. Contribute to the overall ethos/work/aims of the school.
15. Establish constructive relationships and communicate with other agencies/professionals.
16. Attend and participate in regular meetings.
17. Participate in training and other learning activities and performance development as required.
18. Recognise own strengths and areas of expertise and use these to advise and support others.

Person Specification

Knowledge, skills and aptitudes

Qualifications

- Experience of working with children in the age range 4-11
- NVQ level 2 in childcare and Education or equivalent or equivalent experience

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- Ability to provide high quality care for children.
- Ability to relate well to others – children, parents/carers, staff, managers and other professionals.
- Ability to work constructively as part of a team and on own initiative.
- The commitment to and understanding of anti-discriminatory practice.
- Ability to learn and develop new skills and methods of working.
- Basic ICT skills.
- Good communication skills.
- Have good organisational skills.
- Basic knowledge of first aid; e.g. emergency first aid course.
- Has a friendly yet professional and respectful approach, which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others