**Job Profile – Breakfast / Afterschool Club Assistant**

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| **Barlaston First School** |
| **Job Number** | **Post Title** | **Grade** | **JE Points** | **Date** |
| X1503 | Breakfast / Afterschool Club Assistant | Grade 2 | 309NJC | July 2009 |

**Statement of Purpose**

To work under the direction and instruction of senior staff to provide the care of the children during the wraparound care session.

**Supervision of Pupils**

* Helping to prepare and serve a meal to the children.

* Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates and dishes into receptacles provided.

* Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.

* Supervising play activities

**Resources**

* Responsibility for ensuring that the mealtime equipment is hygienically maintained.

* Setting up and clearing away equipment such as toys and craft materials.

**Support to School**

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* 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.

* Be aware of, support and ensure equal opportunities for all.

* Contribute to the overall ethos/work/aims of the school.

* Establish constructive relationships and communicate with other agencies/professionals. Attend and participate in regular meetings.

* Participate in training and other learning activities and performance development as required.

* Recognise own strengths and areas of expertise and use these to advise and support others.

***Note 1:***

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School’s performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

##### **Person Specification**

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| Minimum Criteria for Disability Confidence Scheme \* | Criteria | **Measured by** |
|  | **Qualifications/Training** Good interpersonal skills | I |
|  | **Knowledge/Skills** Ability to work constructively as part of a team Ability to relate well to children and to adults Good organising and prioritising skills | AF/I |
|  | **Behavioural Attributes**  Customer focused 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 by  keeping up to date and sharing knowledge, encouraging new ideas,  seeking new opportunities and challenges, open to ideas and developing  new skills. | AF/I |

AF = Assessed at Application Form I = Assessed at Interview

***Note 2:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

* ***Motivation to work with children and young people.***
* ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
* ***Emotional resilience in working with challenging behaviours and***
* ***Attitudes to use of authority and maintaining discipline.***

**** If a disabled person meets the criteria indicated by the Disability Confident Scheme symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Disability Confidence Symbol,** whichis a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the **SSC Recruitment Team on 01785 276480**