

# **Elveden C of E Primary Academy**

**JOB TITLE: BREAKFAST/AFTER SCHOOL CLUB**

**GRADE: 2 point 3**

## **LEVEL DESCRIPTION**

All duties will be carried out within recognised procedures or guidelines.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload, within a clear framework.

There will be some need to interpret information or situations and to solve straightforward problems.

Problems will be referred to line manager, who will be available for direction and guidance.

No direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to new employees or others.

## **INTRODUCTION**

The level description gives an overview of the level of competence required to carry out work at this level.

Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

The next section of this benchmark job description will give examples of the types of work that may be carried out at this level at Elveden Academy. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

## **EXAMPLES OF DUTIES**

- Supervise pupils in both the breakfast club and/or after school club (including the periods of breakfast and meal time), organising games and activities and supporting the completion of homelearning.
- Prepare simple food and beverages, if required.
- Keep records as required.
- Advise teaching staff of any issues arising during the session.
- Attend relevant training sessions, staff and other meetings as appropriate / required. •

Administer basic first aid, if required.

## **OTHER INFORMATION**

- The job description sets out the major duties associated with this post, it is assumed that other duties of a similar level / nature undertaken within the team are not excluded simply because they are not itemised.
- Duties of the post could vary from time to time as a result of new legislation, changes in technology or policy, in this event appropriate training will be provided. This includes the current Covid-19 regulations.

### **PERSON SPECIFICATION**

straight forward problems.

**Criteria Essential to basic performance of job**

Planning ahead • Day to day planning of activities.

**Knowledge:**

Technical or specialist • Interest in working with children

**Interpersonal & Communications Skills:**

Caring skills • Sensitivity to pupils' needs

**Desirable but not essential for competent performance of job**

Literacy and numeracy • Ability to read and follow instructions

• Basic first aid may be required.

• Ability to complete basic paperwork

• Level 3 or equivalent in childcare

Knowledge & use of equipment

**Mental Skills:**

• Ability to use craft and ICT equipment.

Problem solving • Ability to resolve or report presentation skills

• Assist with induction training of new wrap around care assistants.

• Demonstrating the use of equipment to pupils.

Training and / or

Advising / guiding skills • Advising and guiding children on the best way to handle situations.

Negotiating, influencing or conciliating skills

- Negotiating / encouraging pupils to participate in / complete tasks.

- Ability to encourage

Verbal and written communications skills (including use of languages)

participation and give feedback to pupils

- Ability to maintain

### **Physical skills:**

Keyboard skills / use of mouse

- Ability to conciliate between pupils in disputes.

- Use of keyboard and mouse may be required if supporting children using IT equipment.

- Ability to communicate clearly

appropriate level of confidentiality

Other manual skills • Ability to demonstrate safe use of craft equipment.

- Ability to prepare snacks and drinks.

### **Other attributes:**

Level of autonomy • Post holder is required to work on own initiative but within club/school policies and with supervisory support available when needed.

# EVALUATION NOTES

## KNOWLEDGE

- Basic food hygiene certificate required for food preparation (CPD will be given in school)
- Basic First aid required (CPD will be provided)
- Basic knowledge of school policies and procedures.

## MENTAL SKILLS

- Day to day planning of varied activities for groups of pupils
- Some forward planning required to take account of forthcoming special events, e.g. making Father's Day cards, Easter nests etc.

## INTERPERSONAL AND COMMUNICATIONS

- Ability to communicate clearly with pupils and others
- Ability to explain straightforward tasks and activities to pupils

## PHYSICAL SKILLS

- Use of keyboard and mouse may be required if supporting pupils using IT equipment
- Use of guillotine, craft knives, glue guns etc when displaying work or helping pupils with practical activities
- Ability to use basic kitchen equipment to prepare light snacks and drinks

## INITIATIVE AND INDEPENDENCE

- Ability to follow written and verbal instructions
- Ability to work with small groups of pupils carrying out specific tasks in the building and in our outside space
- Ability to make straightforward decisions on when to refer queries/problems to another member of staff

## PHYSICAL DEMANDS

- May be in relatively constrained seating position during activities (approximately 30/40 minutes)
- Tools and equipment are generally light
- In an emergency may be required to lift, or assist others to lift, a pupil who is unwell or injured

## MENTAL DEMANDS

- Ability to adapt activities at short notice e.g. if raining, work in the school building instead of outside.
- Mental concentration and attention required constantly when supervising groups of children or individuals in varying activities and environments. Concentration time will vary depending on length of session / activity.

### **EMOTIONAL DEMANDS**

- Job is emotionally demanding on occasion, e.g. pupil is unwell or becomes upset during an activity
- Job holder needs ability to recognise changes in pupil behaviour and report them to the class teacher

### **RESPONSIBILITY FOR PEOPLE**

- Post holder has shared responsibility for ensuring the provision of stimulating activities and the supervision of children in a safe environment.
- Responsibility for pupil when attending to personal needs

### **RESPONSIBILITY FOR PHYSICAL RESOURCES**

- Shared responsibility for ensuring equipment used by the children is functioning correctly and used safely – reporting faults to WAC manager.
- Responsible for setting up equipment and ensuring it's cleared away after use.

### **WORKING CONDITIONS**

- Works within the school complex, predominately indoors but may be required to supervise pupils outside.
- Wears protective clothing where necessary, e.g. when attending to a pupil who is unwell.