

Breakfast Club Supervisor

Job Description

Job Title
Breakfast Club Supervisor
Salary
Grade 15
Responsible to
Headteacher
Hours
Fixed Term: 8:00-8:45am (minimum 2 days and up to 5 days per week) Term time only

Job Purpose
Under the direction of the Headteacher, The Breakfast Club Supervisor will: <ul style="list-style-type: none"> Manage the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will involve supporting the delivery and preparation of engaging activities whilst following relevant policies and procedures.

Main responsibilities and duties
<p>Planning and Delivering Activities</p> <ul style="list-style-type: none"> Plan and deliver age-appropriate activities and experiences to support pupils' development Offer educational instruction where needed to help pupils to share equipment Supervise pupils during activities and help to resolve issues between pupils Monitor pupils that aren't engaging in play and feed back any concerns to class teachers Manage stock of resources necessary to carry out planned activities <p>Health and Safety</p> <ul style="list-style-type: none"> Observe pupils and the environment and take action to minimise any identified health and safety risks Deliver first aid to respond to minor and major incidents Record details of incidents in line with the school's reporting procedures Feed back concerns relating to pupils' health and safety to a senior member of staff

- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Safeguarding

- Keep accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details
- Keep accurate attendance records and report non-attendance in line with school procedures
- Be responsible for pupils until the school day starts / a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Key Contacts and Relationships

Communicate effectively with other staff members, children, and with parents and carers. Manage and support other extended provision staff, setting clear expectations for the requirements of their role

Work with external agencies as appropriate

Encourage parental involvement and attendance to the club by promoting it in external communications (e.g. newsletters) and events (e.g. open days)

Develop effective professional relationships with colleagues.

Contact with all appropriate staff in wraparound setting/school to pass and receive information, advice, guidance, suggestions and ideas.

Decision Making:

Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of students in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.

There will be often a need to make immediate decisions, without initial referral to Headteacher, in relation to immediate care, control and safety of students with special educational or personal needs.

Responding to the attitude and behaviour of children by exercising sound judgement in the context of school policies and procedures e.g. in addressing bullying, harassment or prejudice.

Problem solving is required to ensure the efficient delivery of a wide range of tasks and in order to provide a fast and efficient response to the changing needs of the low incidence population concerned.

Physical Effort and Working Conditions

A normal school environment, although the jobholder may be involved in external activities, such as educational visits.

Other Specific Duties

- Play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example
- Continue personal development as agreed.
- Comply with the school's Health and Safety Policy
- Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone's responsibility

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

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Person Specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education • First Aid Training, or willingness to complete it • Willingness to participate in staff training/development programme for further training and professional development 	<ul style="list-style-type: none"> • Level 2 qualification or relevant experience. • Training and knowledge of child development
Knowledge, skills and experience	<ul style="list-style-type: none"> • A passion for supporting young people to develop their knowledge and skills in both areas • Experience of working with children or young people (or voluntary work). • An ability to communicate effectively, in particular able to explain instructions and activities. • An ability to relate well to adults and children, respond sensitively and flexibly to competing demands from children. • Understand and comply with the need for confidentiality. • Effective interpersonal and organisational skills. • An ability to work to a schedule which may be subject to change. • A flexible approach to the work undertaken. • An ability to help identify own training needs and actively seek learning opportunities and training needs and participate in training and development activities. • Possess skills to undertake general clerical/administrative tasks in relation to the post. 	<ul style="list-style-type: none"> •
Interpersonal and communication skills	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils • Patient, calm and firm where appropriate • Energy and a good sense of humour • Positive, proactive and solution focused • Ability to cope under pressure • Ability to motivate and inspire young people • Excellent interpersonal skills • Openness to learning and change • Ability to build positive relationships with students and other staff 	possess

Additional requirements	<ul style="list-style-type: none"> • Able to display an awareness, understanding and commitment to the protection and safeguarding of children. • Commitment to maintaining confidentiality, discretions and tact at all times. • Able to manage time effectively and have a good attendance record • Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK • 2 professional references • Shortlisted candidates may be subject to online searches 	