

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

Job title: Breakfast Club Leader

Directorate: Grazebrook Primary School

Reporting to: Executive Headteacher /Headteacher

Grade: Scale 5 (point 12-15) £25,833.00 - £27,255.00



## Job description

Purpose of the post: 

- To supervise children attending Breakfast Club, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour

Main duties and responsibilities:

### Direct Responsibilities:

- Prepare the Breakfast Club facilities and activities, ensuring quality standards agreed are met.
- Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate.
- Organise play and art activities, reading and homework support.
- Establish good relationships with children - interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.
- Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the school. Reflect with team on successes and issues of concern. Induct new staff in policies, procedures and as part of a team. Chair for nightly meetings with breakfast/ meals staff. Cover absences, co-ordinate rotas and timetables.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Ensure health and safety of children - maintain a register of children attending, control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire.
- Recognises the quality of the Breakfast Club has an impact on learning and on pupils' attitude to school.
- Takes pride in providing enjoyable breakfast and activities for pupils.
- Builds up warm and positive relationships with pupils.
- Considers the needs of pupils all decisions about the club.
- Goes out of their way to be helpful towards pupils.

- Anticipates pupils' needs and makes suggestions to support them.
- Speaks clearly and listens carefully to pupils, using questions to check understanding.
- Is tactful when talking to pupils.
- Attends regular meetings and training.
- Acknowledges all colleagues in a friendly and helpful way.
- Builds effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
- Acknowledges the needs of different people e.g. helps new starters to settle in the school.
- Speaks clearly to colleagues and listens carefully to colleagues, using questions to check understanding
- Is tactful when talking to others.
- Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with 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 and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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General requirements:

- Good time keeping and attendance.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- Enhanced DBS check

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| Job title: | Breakfast Club Leader |
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## Person Specification

|  | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications</b>  | ✓         | ✓         |
| 1. None  |           |           |
| <i>[To add extra rows, right-click in the last row and select Insert &gt; Insert Rows Below...]</i>  |           |           |
| <b>Experience</b>  | ✓         | ✓         |
| 2. Working with or caring for pupils of relevant age.  | ✓         |           |
| <b>Knowledge</b>   | ✓         | ✓         |
| 3. Understanding of relevant polices/codes of practice and awareness of relevant legislation.  | ✓         |           |
| 4. Commitment to and understanding of Equal Opportunities.   | ✓         |           |
| 5. Basic understanding of child development and learning.  | ✓         |           |
| 6. Basic food hygiene.   | ✓         |           |
| 7. Appropriate knowledge of first aid.   | ✓         |           |
| 8. Basic health and safety.  | ✓         |           |
| <b>Skills</b>  | ✓         | ✓         |
| 9. Confidence in dealing with young people, maintaining discipline, motivation and ensuring well being of children including acting on bullying. | ✓         |           |
| 10. Ability to self-evaluate learning needs and actively seek learning opportunities.  | ✓         |           |
| 11. Ability to maintain confidentiality at all times.  | ✓         |           |
| 12. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.                | ✓         |           |
| 13. Ability to promote school when talking to visitors, colleagues and members of the community.   | ✓         |           |
| 14. Displays commitment to the protection and safeguarding of children and young people.   | ✓         |           |