

Breakfast Club Assistant

Job Description and Person Specification

Job Title: Breakfast Club Assistant

Location: Benedict Academy

Reports to: Breakfast Club Lead

Role Purpose and Role

Dimensions: To assist the Breakfast Club Lead in supervising children attending the Breakfast Club, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

Commitment to Diversity:

As a member of the Academy Team to take individual and collective professional responsibility for championing the Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Key Internal Contacts: All staff and pupils

Support for the School

This will involve:

- Assisting in ensuring safe, creative, appropriate play opportunities in a safe and caring environment.
- Assisting in encouraging parental involvement and support of the club.
- Understanding and adhering to the academy's policy on behaviour and child protection.
- Having an understanding of the National Standards and the ability to meet to them.
- Understanding children as individuals particularly the characteristics, needs and interests of each age group.
- Valuing each child's backgrounds and experiences.
- Treating all children with sensitivity and fairness and respecting confidentiality.
- Preparing, maintaining and using resources provided to meet requirements and assisting pupils in their use.
- Ensuring the pupils are always supervised and the area is tidied up each day. Ensuring any equipment that is used is stored properly.

- Being punctual and reliable.
- Assisting the Breakfast Club Lead in keeping up-to-date records and an accurate register.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Appreciating and supporting the role of other professionals.
- Attending and participating in relevant meetings as required. Participating in training and other learning activities and performance development as required.
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Key Accountabilities and Result Areas:

- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Trust's Equal Opportunities policies.
- Being responsible for your 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 defects and hazards to management.
- Carrying out risk assessments, fire drills etc as required.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Support for Pupils

This will involve:

- Ensuring the safety, security and wellbeing of all the children at all times. Being prepared to plan, prepare and lead children's activities/ sessions in the Breakfast Club.
- Being part of the staff teams strategies to support the children's social and emotional development.
- Supporting the Breakfast Club Lead in ensuring that the meal/play arrangements comply with all the Trust's policies and provide a safe and stimulating environment for pupils, including those with special needs.
- Supporting pupils in meal/play arrangements.
- Administering first aid as necessary, if a valid first aid certificate is held and ensuring the well-being of sick children.

- Ensuring that pupils are safely delivered to parents and or named carers.
- Ensuring that the pupils maintain a high level of hygiene.
- Ensuring that pupils who have special dietary needs receive the correct meal.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
Promoting the inclusion and acceptance of all pupils.
Ensuring pupils are dressed appropriately for the weather (checking coats are fastened).

Data Protection

This will involve:

- Being aware of the Trust's responsibilities under the Data Protection Act for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Safeguarding Children and Safer Recruitment

- STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act and expects all staff and volunteers to share this commitment.

Key Accountabilities and Result Areas:

Confidentiality

This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

This will involve:

- STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Health and Safety

This will involve:

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users 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.

To contribute as an effective and collaborative member of the School Team

This will involve:

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service.
- Championing the professional integrity of the Academy.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions.

An ENHANCED DBS check is required for this post.

This Job Description is subject to annual review and alterations may be negotiated to reflect the changing needs of the academy.

• Person Specification

Job Title:

Breakfast Club Assistant

Essential knowledge:

- Previous experience
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Understanding and adhering to the academy's policies on child protection and safeguarding.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.
- Knowledge of food hygiene.

Essential skills and abilities:

- Good numeracy/literacy skills and communication skills.
- Confidence in dealing with young people, maintaining discipline and motivation.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to pupils and adults.
- Ability to use and maintain an online register/payment system.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to cook meals.

Essential experience:

- Working with or caring for pupils of relevant age.

Special conditions:

- An enhanced DBS disclosure.
- Willing to undertake first aid training and maintain a valid first aid certificate.
- Good time keeping and attendance.