



Job title	Breakfast Club Assistant	Grade	LBR2
School	Roding Primary School		
Reports to	Assistant Head Teacher		
Purpose of job			
<ol style="list-style-type: none"> 1. Plan, prepare and implement required play duties, in line with Ofsted requirements ensuring quality childcare. 2. To enhance the play and leisure needs of children at the session by developing community based play project 3. To facilitate the active involvement of the community, especially parents, children volunteers in the operation and development of the project. 			
Main duties and responsibilities			
<ul style="list-style-type: none"> • To assist the Breakfast Club Leader in providing a stimulating play programme for children attending the scheme, which takes account of their individual needs and interests. • To initiate, prepare and deliver activities designed to meet the intellectual, creative, physical, emotional and social needs of the children attending the scheme. • To ensure that activities undertaken are delivered with due regard for the health and safety of children and in accordance with good child care practice. • To work in ways which will enable the children to participate in decision-making processes. • To be aware of child protection issues and observe the department’s procedures as advised by the Breakfast Club Leader. • To take the role of a key worker for the group of children as advised by the Breakfast Club Leader. • Where appropriate, to take specific responsibility for identified children with specific needs. • To ensure that the council's equal opportunities and equal access policies are an integral part of all activities undertaken. • To develop and maintain good working relationships with colleagues including those within the team, the school staff, Early Years Staff and Ofsted. • To participate in the overall development of the team to ensure the provision of a quality service, responsive to the needs of children and their parents/carers. • To attend and participate in team meetings organised by the Breakfast Club Leader, or line manager. • To assist the Breakfast Club Leader in maintaining appropriate records as directed including: <ul style="list-style-type: none"> -maintaining accurate attendance records. -maintaining accurate accounts of petty cash. -maintaining accurate records of accidents and/or incidents. -maintaining accurate records of complaints. -maintaining accurate records of activities undertaken by the scheme. 			

-any other records of administration which may be required.

- To keep the Breakfast Club Leader aware of information associated with children's attendance and involvement on the scheme ensuring that any concerns are immediately reported.
- Where appropriate to maintain specific records on individual children as advised by the Breakfast Club Leader.
- To ensure that all work undertaken is systematically planned, recorded and evaluated.
- To ensure the proper use and security of premises and equipment.
- To undertake any other duties commensurate with the nature and grade of the post which may from time to time be required to ensure the effective delivery of services.
- Be prepared attend necessary training which includes, child protection, child's behaviour and health, safety and food hygiene.
- To establish positive relationships with the children to enable them to play co-operatively. Increase their self-confidence and to understand the child's individual needs.
- Understand parent and children's needs and expectations. To seek regular feedback about the service provided and to use this to make recommendations to improve the continuous use of the service.

General

Attend and participate in relevant meetings, 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 equal opportunities and diversity 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 defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Person specification

Job Title	Breakfast/Teatime Club Assistant	Grade	LBR2
School			
Education and Qualifications:			
Experience/Knowledge/Skills:			
<ul style="list-style-type: none"> • Experience of working with or caring for pupils of relevant age. • Be able to communicate effectively in spoken and written English • Understanding of relevant polices/codes of practice and awareness of relevant legislation. • Commitment to and understanding of Equal Opportunities. • Basic understanding of child development and learning. • Confidence in dealing with young people, maintaining discipline, motivation and ensuring well being of children including acting on bullying. • Ability to maintain confidentiality at all times. • Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. • Ability to promote school when talking to visitors, colleagues and members of the community. 			
Other job requirements:			
<ul style="list-style-type: none"> • Enhanced DBS check. 			