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**Job Description**

**Job Title:** Breakfast Club Supervisor

**Location:** Barton Hill Academy

**Hours of work:** 7.5 hours, term time only

**Purpose of the Role:**

The Breakfast Club Supervisor will be responsible for ensuring the safety, general welfare and proper conduct of pupils during this period, supervising breakfast, and engaging children in a range of activities which will be based on play and relaxation, and not school work, although children can do any homework during the session.

**Responsibilities**:

* To be responsible for the development and daily management of the Breakfast Club providing a safe, caring and stimulating environment for children
* To work in partnership with parents and carers, and to promote the wellbeing of the children
* To develop, implement and review the policies, procedures and practices within the Breakfast Club in line with the agreed principles of the Breakfast Club ethos

**Main Duties:**

* Undertake the daily supervision of the Breakfast Club, developing and maintaining high standards throughout to ensure the welfare of the children at all times
* Ensure children have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families’ ethnic, cultural and linguistic backgrounds
* Maintain the Breakfast Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session and be responsible for all Health and Safety matters in the Breakfast Club to ensure the safety and wellbeing of all those who use and work in the club
* Take a key role in suitably equipping the Breakfast Club in order to provide a stimulating environment for the children and implement policies and procedures within the Breakfast Club
* Ensure that high standards are maintained with regards to how the club runs and showing how the resources (staff, premises, equipment) are used to ensure the needs of the children are met
* Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club
* To deal with any immediate problems or emergencies arising according to the schools policies and procedures
* To report back to the appropriate member of staff using the school’s agreed referral procedures on the behaviour of pupils during the Breakfast Club or any other issues that may be relevant
* To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities
* The post holder will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors and all members of the school community

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we are inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.

6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding:**

We are committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Breakfast Club Supervisor**

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|  | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | * Good standard of general education * Paediatric First Aid | * NVQ Level 3 in Childcare |
| **Knowledge/**  **Experience** | * Previous experience of working with children in an educational setting * Experience in managing the behaviour, and encouraging play among children |  |
| **Skills** | * Good interpersonal skills with both adults and children * Ability to work as part of a team and independently when required * Ability to follow instructions * Ability to manage and supervise young children * Enthusiasm * Ability to respect confidential issues regarding pupils, parents and staff |  |
| **Personal Characteristics** | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |