



Enriching lives

Unleashing possibilities

Building futures



Breakfast Club Safeguarding Lead Opossum Federation

Ethos and Values

*Enriching Lives
Unleashing Possibilities
Building Futures*

The Opossum ethos is based on our core belief that all pupils deserve high quality education, which engages, inspires and challenges, to ensure that everyone meets their full potential. We strive to create safe and happy learning environments, which promote independence and high expectations of all. We are committed to providing opportunities, which promote open mindedness, empathy and celebration of the rich and diverse communities which we serve, aiming to ensure that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally. We are determined that our pupils will be successful and will leave us as confident, highly educated members of the community.

We do this by:

- Raising achievement through quality first teaching, which enthuses and motivates; encouraging aspiration to fulfil their potential.
- Ensuring pupil voice is at the heart of all we do to enable children to become confident, resilient and reflective independent learners.
- Offering a broad and varied curriculum, which ensures all children can read, write and are numerate.
- Having an open and welcoming environment where everyone feels welcome and included.

Our Federation

Opossum is a family of schools located in east London, in the borough of Waltham Forest. The federation is comprised of Dawlish and Newport schools, in Leyton, Oakhill Primary School in Woodford Green and Thorpe Hall Primary School in Walthamstow.

The Opossum Federation is committed to transforming and enriching the lives of the communities it serves.

Permanent position

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| Job Title: | Breakfast Club Safeguarding Lead |
| Start Date: | 1st September |
| Salary: | Scale 4 |
| FTE: | £29,346 |
| Pro Rata | £5,979.49 |
| Hours: | 7.15am – 9am |
| | 8.75 hours per week |
| Contract type: | Term time only |
| | Permanent position |

We are seeking to appoint enthusiastic and proactive Breakfast Club Safeguarding Lead to work as members of our Extended Services Team.

The Club Leader will provide a safe, caring and stimulating environment for the pupils at Newport School. You will be responsible for the development and the daily management of the Breakfast club.

The role will involve planning suitable activities, ordering and assessing stock levels, and working in partnership with parents, carers and professionals to promote the well-being of pupils.

This role also includes being responsible for the setting up of the club and supervision of pupils at all times. You will be responsible for a small team of staff.

We are looking for individuals with:

- A positive outlook who is able to ensure the children are at the heart of all your actions
- Experience of working with children
- Excellent communication skills
- Excellent organisational skills
- The Ability to use own initiative and work as part of a team
- Willingness to work flexibly
- Leadership skills

If you feel you have the necessary skills to contribute to our continuing successful journey we would love to hear from you.

Application forms to be sent to chloe.foulger@opossumed.org

Safeguarding Statement

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts are subject to an enhanced DBS clearance and Satisfactory References and candidates are required to submit a self – disclosure form with their application.

The school is registered in accordance with the UK General Data Protection Regulation UK (GDPR) and the Data Protection Act 2018 (DPA 2018)

The school is required to share some of the data with the Local Authority and with the DfE.

Closing dates for applications is Sunday 13th July 2025

Interviews to be held on Friday 18th July 2025

Job Description

Job Purpose

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

Key External Contacts

- Parents

Key Internal Contacts

- Head Teacher
- Staff
- Pupils

Major Tasks, Duties and Responsibilities

- Providing immediate safeguarding oversight during the breakfast club session, ensuring the welfare and safety of all children in attendance.
- Acting as the first point of contact for any safeguarding concerns raised by staff, children, or parents during the club.
- Responding appropriately and promptly to any disclosures or concerns, following the federation's safeguarding procedures.
- Recording concerns accurately and securely, and ensuring all information is passed on to the main DSL or safeguarding team as required.
- Supporting staff in recognising signs of abuse or neglect and offering guidance on safeguarding matters when needed.
- Maintaining a visible and approachable presence throughout the session to promote a safe and supportive environment.
- Liaising with parents/carers where appropriate, in accordance with safeguarding policies.
- Ensuring safeguarding policies and procedures are implemented and adhered to at all times within the breakfast club setting.
- 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.
- 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.
- Cash Handling – Fees from parents.
- 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.

Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.