

## **Job Description**

<b>Job Title:</b>	<b>Breakfast Club Assistant</b>
<b>Location:</b>	<b>Hamford Primary Academy</b>
<b>Hours of work:</b>	<b>Full Time</b>
<b>Reports to:</b>	<b>Senior Learning Mentor</b>

## **Purpose of the Role:**

- To support pupils during the before school club, take a lead in developing positive behaviour amongst pupils, organise and plan the delivery of programs, activities and actions each day/week for your centre.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

## **Responsibilities**

- Contributing to the development of a positive approach to before school club play
- Providing support and counselling for children finding it difficult to cope in the group
- Preparing games and activities in conjunction with other play leaders both outside and inside
- Leading activities and participating in play activities with children
- Organising and maintaining play equipment, ensuring its safe storage
- Supporting supervisors in delivering play activities
- Attending staff meetings and staff development meetings when appropriate
- Maintaining records of pupil behaviour where necessary
- Establishing and maintaining relationships with other school staff and where appropriate with parents
- Participating in the school scheme of appraisal and performance management
- To supervise the children during their outdoor/indoor play experience during club time
- To supervise children in transition from outside/inside during inclement weather
- To ensure the standards of behaviour are maintained and comply with school behaviour policy
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

## **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**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

#### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

## Person Specification

**Job Title: Breakfast Club Assistant**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Holds an NVQ level 2/3 childcare qualification or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant play courses</li> <li>• First Aid Training</li> <li>• Child Protection Training</li> <li>• Health and Safety Training</li> <li>• Maths GCSE grade C or equivalent</li> <li>• English GCSE grade C or equivalent</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> <li>• Experience of working with children aged 3-11 years</li> <li>• Knowledge of child development</li> <li>• Experience of planning stimulating activities for individual age ranges</li> <li>• A good knowledge of H&amp;S requirements</li> </ul>	
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• Able to plan stimulating activities for children</li> </ul>	
	Abilities	<ul style="list-style-type: none"> <li>• Ability to work flexibly to meet the needs of the academy and individual children</li> <li>• Ability to plan a wide range of indoor and outdoor age-related activities appropriate to children's needs</li> <li>• Excellent interpersonal skills</li> </ul>	

		<ul style="list-style-type: none"> <li>• Ability to communicate positively and effectively to children</li> <li>• Ability to work within and a commitment to the academy's equal opportunities policy</li> <li>• Actively contribute to a happy safe and supportive play environment</li> <li>• Able to work within a team</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• A proven excellent attendance record</li> <li>• A proven ability to work effectively, with little supervision.</li> <li>• Able to work in a polite and calm manner, particularly when under pressure</li> <li>• Suitability and motivation to work with children</li> <li>• An enjoyment of working in a child friendly, inclusive environment</li> <li>• Emotional resilience to challenging behaviour and a consistent approach to the maintenance of discipline</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure</li> </ul>	

		<p>and Barring Service Check</p> <ul style="list-style-type: none"> <li>• Right to work in the UK</li> <li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li> </ul>	
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