



**ALL SAINTS
MULTI ACADEMY TRUST**
BIRMINGHAM
GOD'S LOVE IN ACTION

Breakfast Club worker

Job Description

Job Title:	Breakfast Club Worker		
Salary:	GR2	Hours:	5
Contract Type:	Term Time Only (TTO)		
Reporting to:	Pastoral Care Manager		

Main Purpose:

To provide care and play opportunities in a safe and secure environment.

Duties and responsibilities

Support for pupils (either individually or in groups)

1	To ensure and provide care, play opportunities and activities in a safe and secure environment, with regard to the individual needs of children
2	To ensure and provide full care for children, including the provision of snacks to those children who require it
3	To work in a team of staff to deliver high quality creative play opportunities in a safe and caring environment
4	To be responsible for the day to day administration, record keeping, ordering and purchasing of equipment, supplies and resources
5	To be responsible for setting up and clearing away at the beginning and end of each session
6	To be aware of Personal Care and implement health and safety procedures in relation to equipment used, activities undertaken and preparation of food on the premises

Support for the school

1	Support the development and effectiveness of team work within the school environment
2	Develop and maintain working relationships with other professionals
3	Liaise with parents as appropriate
4	Review and develop own professional practice
5	Work as required across the curriculum and in all Key Stages within the school in accordance with the job

Employee responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Ensure all tasks are carried out with regard to Health and Safety

- Adhere to the overall ethos/work/aims of the school:
 - Promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- To act at all times in a manner appropriate to the seniority of the post.

Supervision received	
Supervising officer's job title:	
Level of Supervision:	1. Regularly supervised with work checked by supervisor 2. Left to work within established subject to scrutiny by supervisor 3. Plan own work to ensure the meeting of defined objectives

Supervision given			
Post title:			
Grade:		No of posts:	

Notes:

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher / Head of School.

This job description may be amended at any time in consultation with the postholder.

Signed: _____

Name: _____

Date: _____

Person Specification

Criteria	Qualities	Method of assessment
Qualifications	GCSE English and Maths (grades A*-C) or equivalent	AF / C
Experience	Experience of working with and supervising children	AF / I
Skills and knowledge	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF / I
	Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	I
	Knowledge of SEN Code of Practice	I
	Ability to use language and other communication skills that pupils can understand and relate to	I
	Ability to establish positive relationships with pupils and empathise with their needs	I
	Ability to work effectively and supportively as a member of the school team	I
	Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities	I
Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	I
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	I
	Ability to work under pressure and prioritise effectively	I
	Commitment to maintaining confidentiality at all times	I
	Commitment to safeguarding and equality	I
	Deals with difficult situations effectively	I
	Embraces change well	I
	DBS Clearance	

AF – Application form

C – Certificate

I – Interview

T – Test or exercise

P - Presentation