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|  | **Foxyards Academy**  ***Achieving Excellence Together***  Headteacher: Mrs. W. Jackson  Foxyards Road, Tipton, DY4 8BH  Telephone: 01902 553230  Email: [info@foxyardsacademy.com](mailto:info@foxyardsacademy.com)  Website: www.foxyardsacademy.com |

**Job Description**: Breakfast Club Assistant

**Job Purpose**: To provide care and supervision to children before school.

**Responsible to**: Headteacher

**Main duties and Responsibilities**:

* To support the Breakfast Club Manager and work in partnership with Headteacher and school staff.
* To welcome children into school in a warm manner and ensure they get to classrooms in a timely fashion for the start of the school day.
* To promote good practice in a professional and inclusive manner.
* Be fully involved in all activities associated with the childcare provision.
* To understand, work within and promote and contribute to the ongoing development of the club’s policies and procedures.
* To have an understanding of the Statutory Requirements and the ability to meet them.
* To meet the post holder’s responsibility for promoting and safeguarding the welfare of children and young people with whom s/he comes into contact, including adhering to and ensuring compliance with the Child Protection Policy Statement at all times.
* To work closely with all school staff to create and develop open and inclusive working partnerships which support the development of the children.
* To help prepare healthy food and refreshments.
* To have a sound knowledge and understanding of safeguarding and take the lead in reporting concerns appropriately.

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