



GREAT HORWOOD CHURCH OF ENGLAND SCHOOL



**“Where our children play, learn and grow together” knowing that Jesus said:
“I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing.” *John 15:5***

At Great Horwood Church of England School, the academic, emotional and spiritual well-being of the children and staff are at the heart of all that we do; where every child and adult is valued. We are a safe, welcoming school within the heart of the village community that aims to provide all individuals with the learning opportunities to flourish, be healthy, grow in resilience and realise their full potential; being fully equipped and prepared for a successful future.

Inspired by Christian faith and rooted in the teachings, values and spirituality of the Church of England we embrace our core values of love, perseverance and respect where everyone can learn to value themselves and others.

We are committed to setting high standards of achievement within a caring and nurturing learning environment. We aim to provide opportunities for children to develop a curiosity of learning, a thirst for knowledge through play, and an exploration of the world around them.

Job Description for Wrap Around Care (Breakfast and/or After School Club)

Name:

Academic Year: 2024-2025

JOB PURPOSE

- **To be responsible for the development and daily management of the Breakfast and/or ASC 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 implement and review the policies, procedures and practices within the Breakfast and/or ASC in line with the School’s Vision and Values.**

MAIN DUTIES

- Undertake the daily supervision of the pupils in Breakfast and/or ASC, developing and maintaining high standards throughout to always ensure the welfare of the children.
- Ensure children have access to appropriate activities and resources to support their physical, emotional, social and intellectual development considering families’ ethnic, and cultural backgrounds, ensuring that the school’s equal opportunities policy is adhered to.
- Maintain the Breakfast and/or ASC to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, and be responsible to ensure the safety and well-being of all those who use the Wrap around provision.
- To supervise the children to always ensure their safety in activities, for example, outside play.
- Take a key role in suitably equipping the Breakfast and/or ASC to provide a stimulating environment for the children.

- Ensure that high standards are maintained with regards to how the clubs run and showing how the resources (staff, premises, equipment) are used to ensure the needs of the children are met.
- To deal with any immediate problems or emergencies arising according to the school's policies and procedures.
- To liaise with the school administrator regarding registers, times children arrive and any issues or concerns arising.
- To promote and reinforce school policies, practices, and procedures, including undertaking the following training in Safeguarding, Prevent, Food and Hygiene and First Aid ensuring 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.

JOB CONTEXT

The safe and stimulating play environment of the Breakfast and/or ASC depends on the management skills of the Breakfast and/or ASC Supervisor.

The Breakfast and/or ASC Supervisor has the responsibility of ensuring that the club runs smoothly

SUPERVISION

- Under the general supervision of the School Administrator, the Breakfast Club/ASC Supervisor will have supervisory responsibility for pupils and any other volunteers or visitors to the breakfast or ASC.
- The post holder must have the capacity to plan, anticipate potential difficulties and establish an appropriate course of action. An awareness of child protection issues and procedures is essential.

KNOWLEDGE, EXPERIENCE AND TRAINING

- Previous experience of working with children in an educational setting, or running a breakfast club/ASC is desirable;
- Some vocational training/qualification in the care, development or education of children is desirable;
- Level 3 in EYFS or childcare would be advantageous but not essential
- Good interpersonal skills with both adults and children is essential;
- Behaviour management skills and an understanding of health & safety and child protection responsibilities essential. (School online training will also be provided)
- Basic knowledge of IT applications and experience of word processing is an advantage;
- Use of email for communication and the ability to complete online training essential;
- Must be willing to undertake further professional development and attend face to face Safeguarding and First Aid training.

WORKING ENVIRONMENT - Health and Safety

- Working with children is demanding and requires stamina and resourcefulness. This post will require occasional lifting to move equipment, toys, resources or furniture. The post holder is expected to self-risk assess these tasks and obtain help or support where necessary. Lifting and handling online training will be given. Most activities will be undertaken within school premises. A range of health and safety training is to be completed as part of the role.

SPECIAL NOTES OR CONDITIONS

- The breakfast and/or ASC supervisor may be required to purchase as necessary any food such as cereal, milk, bread, spread and jam as required for breakfast club and/or snacks, fruit etc for ASC. An expenses form is to be submitted to the SBM monthly for repayment.
- The breakfast club supervisor has the responsibility for emptying the dishwasher in the morning and ensuring the staffroom is kept clean and tidy by checking/cleaning of surfaces and cupboards regularly.
- The post holder may occasionally be required to attend to pupils who have sickness or toileting problems.

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

Name:

Signature:

Date:

Headteacher:

Signature:

Date: