

JOB DESCRIPTION

Job Title
Breakfast and/or After School Club Assistant
Salary Range
3-3 (Grade B)
Line Management Responsibilities
None
Line Manager
Breakfast and/or After School Club Supervisor/Headteacher
Base Location
School
Purpose of Role
To work as part of a team monitoring pupils' behaviour during Breakfast and After School Clubs and taking care of children in all areas inside and outside of the School.
Key Accountabilities

- Provide full care for children, including safely receiving them from their parents or carers, safely delivering and collecting them from School.
- Provide an appropriate handover of information to the School as required
- Supervise pupils during breakfast and after School club
- Oversee the supervision of activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils
- Report incidents in line with school policy
- Provide positive and firm control by implementing the school discipline/behaviour policy.
- Liaise with colleagues on how to meet any individual pupil needs (e.g. SEN)
- May handle small amounts of cash
- Ensure any injury or sickness of pupils is reported immediately to the First Aider or Headteacher and the office. Where appropriate, administer basic first aid and record all details in the first aid book.

- Prepare food for the pupils, encouraging them to select and eat healthy balanced meals.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Set out and pack away the equipment, furniture and toys required for the club
- Oversee and participate in dining arrangements this includes the cleaning up of spillages of food or liquid during meal service and wiping down of tables and clean dining areas between meals
- Where necessary and appropriate lead creative and safe games for pupils
- Keep the storage areas tidy and ensuring toys and equipment are not damaged adhering to the centre's Health and Safety Policy
- May act as a key holder to support with opening and closing of premises.

Knowledge and Experience

- Requires knowledge of school procedures for breakfast and after school club activities
- Basic First Aid training
- Knowledge and skills requirements equivalent to those set out in the qualification Supporting the Wider Curriculum in schools, or equivalent experience
- An awareness of the ratio for adequate supervision of pupils during breakfast and after School clubs

Personal Qualities

- Can effectively communicate with pupils during breakfast and after school clubs to ensure safety, welfare and good conduct
- The ability to carry small loads and the ability to support with cleaning up after pupils.
- Has the ability to switch between tasks where work is regularly interrupted.
- Has the ability to effectively exchange information with staff, parents/carers.
- Can effectively handle distressed pupils during breakfast and after school club
- Is able to work outside in most weather conditions
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

Expected Outcomes

- Will liaise with other staff to meet individual pupil needs and ensure adequate supervision and exchange information about incidents and pupil behaviour.
- May handle small sums of cash
- Respond and act upon incidents, referring complex matters in line with the School Policy.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.