

**Archibald First School**

**Breakfast Club Leader Job Description**

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| **Post Title** | Breakfast Club Leader A4703 |
| **Evaluation** | 387 Points **Grade**: N4 |
| **Responsible to**  **Responsible for** | Head Teacher  Breakfast Club Assistants |
| **Job Purpose** | Ensure the effective operation of the Breakfast Club provision overseeing all aspects of the facility’s operation on a day-today basis. |

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Advise, support and assist the Head Teacher in the development of an effective programme of activities ensuring appropriate equipment, facilities and services are available.
2. Supervise the work of the Breakfast Club Assistant(s).
3. Undertake activities with pupils that promote the development of intellectual, moral, spiritual and social skills.
4. Respond to the practical needs of children where there is an identified special educational need.
5. Provide general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
6. Assist in the control of income and expenditure for the Breakfast Club ensuring relevant records are maintained.
7. Assist in maintaining a healthy, safe and secure environment and act in accordance with the School’s policies and procedures.

1. To promote and implement the school’s Equality Policy in all aspects of employment and service delivery.
2. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with as a named Designated Safeguarding Lead.

**September 2021**