

**Person Specification**

**Breakfast Club Leader Role**

# Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

# Essential

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| 1  | Experience of effectively and proactively working with, and supporting, children  |
| 2  | Able to communicate effectively verbally and in writing with children, young people, colleagues and parents/carers.  |
| 3  | Able to establish positive relationships with pupils.  |
| 4  | Able to consistently and effectively implement agreed behaviour management strategies.  |
| 5  | Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs, emphasising with these. |
| 6  | Able to work within and apply all relevant club and school policies. |
| 7  | Ability to manage a team as well as be able to work collaboratively as part of a team. This will include leading by example, having high expectations of others and holding staff to account. |
| 8  | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: * motivation to work with children and young people
* ability to form and maintain appropriate relationships and personal boundaries with children and young people
* emotional resilience in working with challenging behaviours
* attitude to use of authority and maintaining discipline.
* able to work in partnership with other agencies
 |
| 9  | GCSE in English and Maths (or equivalent) qualification and relevant childcare qualification e.g. CACHE Level 3 (or equivalent).  |
| 10  | Able to undertake relevant training as required  |
| 11 | Word processing and IT skills to oversee the running of the Breakfast Club including but not restricted to:* Staffing
* Booking and confirmation of spaces
* Weekly/daily lists of children
* Invoices and payments
* Ordering and purchasing of breakfast food and drinks ensuring a healthy start to the day
* Overseeing the planning of activities and resources for the children
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**Desirable**

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| 12  | Experience of supporting children in a similar environment  |
| 13 | Paediatric First Aid Training First Aid Training or willingness to obtain certificate within 3 months  |
| 14  | Food hygiene qualification  |

# Part B: Assessment Stage

Items 1, 2, and 3 of the application stage criteria and the criteria below will be further explored at the assessment stage:

# Essential

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| 1  | Have positive, inclusive values, attitudes and high expectations for **all** pupils.  |
| 2  | Able to use language and other communication skills that children can understand and relate to.  |
| 3  | Able to establish positive relationships with pupils, parents and staff. |
| 4  | Able to consistently and effectively implement agreed behaviour management strategies.  |
| 5  | Able to provide levels of individual attention, reassurance and help with tasks as appropriate to pupils’ needs, empathising with these. |
| 6  | Able to work within and apply all relevant club and school policies. |
| 7  | Able to supervise groups of pupils and to plan suitable activities and engage the pupils with these. |
| 8  | Able to carry out and report on systematic observations of pupils’ knowledge, understanding and skills.  |
| 9  | Able to lead a team and to work effectively as part of a team.  |
| 10  | Committed to achieving further professional development  |
| 11  | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: * motivation to work with children and young people
* ability to form and maintain appropriate relationships and personal boundaries with children and young people
* emotional resilience in working with challenging behaviours
* attitude to use of authority and maintaining discipline.
* able to work in partnership with other agencies
 |
| 12  | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.  |

# Desirable

|  |  |
| --- | --- |
| 13  | Knowledge of pupils with additional needs  |

The following methods of assessment will be used:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method**   |   | **Method**   |   |
| Interview  | Yes  | Presentation  | No  |
| Lesson Observation  | No  | Structured discussion with pupils  | No  |
| Other (specify)  | No  | Other (specify)  | No  |

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

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| 1 | Enhanced Disclosure and Barring Service Check |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | DBS Barred List Check |
| 3 | Medical clearance |
| 5 | Two references from current and previous employers (or education establishment if applicant not in employment) |
| 6 | Right to work check and any other statutory check required by an educational establishment |