

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Breakfast and After School Club Assistant (Level 3)

Grade: E, SCP 6-7

Job Purpose

To lead in the organisation and running of the Breakfast and After School Club. To provide a safe and secure environment for children attending, providing appropriate play activities. To lead staff to ensure that a caring and stimulating environment is provided for children that takes into account individual development needs and enables children to reach their full potential.

Main Duties & Responsibilities

- To ensure all children attending the Breakfast and After School Club (including those who have individual needs or are vulnerable) start their day in a calm and positive manner
- Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in an activity area
- To lead and prepare the children's breakfast and clear away afterwards, encouraging the full involvement of pupils, as appropriate
- To help lead and organise play and other activities
- Establish good relationships with children; interact positively with children, encouraging cooperation and mutual support; monitor children's wellbeing and readiness for class; provide help and support to children
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy
- To be well aware of the children's personal, social and emotional needs and to respond to these appropriately, encouraging independence
- To consider the needs of pupils in all decisions about the clubs
- To provide a service that respects children's life experiences and celebrates diversity; in terms of language, culture, ability, race and religion

- To carry out the duties and responsibilities of the post with regard to the Equal Opportunities Policy
- To discuss individual children's issues and development with the Headteacher and other members of staff as appropriate and to take any necessary action
- To attend courses to ensure continuing professional development and to keep abreast of key developments that affect the Breakfast and After School Clubs
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Encourage pupils to interact with others and engage in activities
- Managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Support pupils to understand instructions
- Prepare and maintain equipment/resources
- Contribute to the overall ethos/work/aims of the school
- Any other duties as may be reasonably required to reflect changing needs and circumstances within the Breakfast and After School Clubs

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage		Essential		Desirable
Experience	E1	Experience working with children of relevant age		
Qualifications & Training	E2	Good numeracy/literacy skills	D1	Recent safeguarding training
	E3	Approved full and relevant Level 3 childcare/early years qualification		
	E4	Paediatric First Aid		
Knowledge & Skills	E5	Use of other equipment technology – video, photocopier		
	E6	Understanding of relevant policies/codes of practice and awareness of relevant legislation		
	E7	Basic understanding of child development and learning		
	E8	Ability to relate well to children and adults		
	E9	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		
Personal Characteristics	E10	Caring attitude towards pupils and parents		
	E11	Ability to demonstrate enthusiasm and sensitivity whilst working with others		
	E12	High expectations of self and pupils		
	E13	Flexible and willing to be involved in the extended life of the school and the wider community		
	E14	Willingness to embrace the Catholic nature of the school		
Special Requirements	E15	An understanding of safeguarding and child protection requirements		