



## Trinity Academy Akroydon

### Job Description

Job Title: Breakfast Club Leader

Job Scale: Scale 3

### BASIC JOB PURPOSE

- To ensure the smooth running of the Breakfast Club, providing a high quality provision of a healthy breakfast and varied activities for pupils to enjoy in a relaxed and calm environment at the start of the school day.

**Reporting to:** Finance & Operations Manager

**Responsible for:** n/a

### MAIN RESPONSIBILITIES

1	Recording daily attendance.
2	To take part in the day to day administration, record keeping, ordering and purchasing supplies.
3	To ensure there is a good standard of behaviour in line with the academy's behaviour policy.
4	To organise the space and resources to create a welcoming, relaxed and informal environment.
5	To settle the children and serve breakfast, encouraging the children to be independent.
6	Liaise with prospective parents ensuring necessary documentation is accurate and complete e.g. contact information, medical needs etc.
7	Effectively communicate with parents, including communicating any concerns.
8	Ensure that the provision is consistent, effective and of a high standard.

#### Other Specific Duties:

- To continue personal professional development as required.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary.

- To work in the best interests of the Academy, students, parents and staff.
- To adhere to the Academy's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
- To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

\_\_\_\_\_ Post holder name

\_\_\_\_\_ Post holder signature

\_\_\_\_\_ Date

## PERSON SPECIFICATION

Job Title: <b>Breakfast Club Leader</b>		
<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• good numeracy and literacy skills</li> <li>• experience of basic technology, PC, email, internet, MS Office packages</li> <li>• ability to relate well to children and young people.</li> <li>• experience of working with, or caring for, children or young people of relevant age.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 GCSE's including English and Maths (or equivalent).</li> <li>• relevant experience of a learning environment</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• understanding of the purpose and role</li> <li>• understanding of the classroom environment.</li> <li>• understanding of behaviours not conducive to learning and able to deal with a variety of situations.</li> </ul>	<ul style="list-style-type: none"> <li>• understanding of Safeguarding and Child Protection issues.</li> <li>• knowledge of First Aid.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• work as an effective team member and apply given instructions</li> <li>• able to apply written and verbal instructions</li> <li>• able to set up basic, and routinely use, equipment and resources</li> <li>• able to organise, plan and complete tasks.</li> <li>• initiative to support learning</li> <li>• able to communicate effectively with young people and adults (parents, other staff)</li> <li>• high personal standards and able to provide a role model for students and staff</li> <li>• seek support and advice when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• willingness to develop own understanding through advice and training</li> <li>• think clearly in emergency situations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• enjoyment in working with young people and families</li> <li>• an excellent record of attendance and punctuality</li> <li>• prioritise and manage own time effectively</li> <li>• commitment to personal development and learning.</li> <li>• reliability, integrity and stamina</li> <li>• respect confidentiality</li> </ul>	



## Trinity Academy Akroydon

Job Title: After School Club Leader

Job Scale: Scale 3

### BASIC JOB PURPOSE

1. To provide and run the day to day organisation of the After School Club which is open to all pupils throughout the school from Reception to Y6, (4-11yrs).
2. To ensure that the children are kept safe and are handed over safely each and every day to their parents/legal guardians or agreed responsible person.

**Reporting to:** Finance and Operations Manager

**Responsible for:** n/a

### MAIN RESPONSIBILITIES

1	To provide a wide range of stimulating activities which nurture and support the children after school finishes until they are collected by parents/legal guardians or agreed responsible person.
2	To oversee play and co-operation indoors, appropriate to the ages and needs of the children in the group which changes on a daily basis.
3	To show patience, tolerance and warmth to the children.
4	To understand the physical, intellectual, emotional and social needs of the children and to appreciate that this club is different to 'school time', but to still encourage and manage positive behaviour expectations.
5	To demonstrate a welcoming, understanding and effective communicable approach to parents / legal guardians.
6	To liaise with parents / legal guardians to ensure necessary documentation is accurate and complete with due regard to confidentiality.
7	To observe safety measures in terms of safeguarding children, toileting and supervision and to ensure the safe hand over of responsibility at the end of the day.
8	To report any injury/accident and record in the appropriate way.
9	To ensure that attendance is checked at the start of every session to ensure that children who should be in attendance are there – where known.
10	To maintain all records relating to the children attending the club each day.
11	To administer first aid as appropriate.

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Other Specific Duties:

- To continue personal professional development as required.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the Academy, students, parents and staff.
- To adhere to the Academy's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
- To work flexibly, and to travel, if and when required, to meet the needs of the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

\_\_\_\_\_ Print Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

## PERSON SPECIFICATION

Job Title: After School Club Leader		
KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Good literacy skills, educated to GCSE Grade C or equivalent in English.</li> <li>• Experience of basic technology, PC, internet, MS Office packages.</li> <li>• Experience of working with, or caring for, children aged 4-11 years.</li> <li>• Experience of administrative duties.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 GCSE's including English (or equivalent).</li> <li>• Relevant experience of a learning environment.</li> <li>• Current First Aid Certificate.</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of the purpose and role.</li> <li>• A good understanding of good quality childcare.</li> <li>• Understanding of behaviours not conducive to learning and able to deal with a variety of situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Safeguarding and Child Protection issues.</li> <li>• Knowledge of First Aid.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to and build positive relationships with children.</li> <li>• Ability to provide safe, creative play.</li> <li>• Ability to work as an effective team member and apply given instructions.</li> <li>• Ability to apply written and verbal instructions.</li> <li>• Ability to set up basic, and routinely use, equipment and resources.</li> <li>• Ability to organise, plan and complete tasks.</li> <li>• Ability to work on own initiative with relevant support and seek guidance when necessary.</li> <li>• Ability to communicate effectively at all levels.</li> <li>• Ability to work flexibly at the end of the day if required to ensure continued care for a child.</li> <li>• Ability to understand and follow school policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to develop own understanding through advice and training.</li> <li>• Ability to think clearly in emergency situations.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enjoyment of working with children.</li> <li>• An excellent record of attendance and punctuality.</li> <li>• A commitment to personal development and learning.</li> <li>• High personal standards and a role model for children.</li> <li>• Respect confidentiality.</li> </ul>	