

George Tomlinson Primary School

JOB DESCRIPTION: BREAKFAST CLUB ASSISTANT R

Terms of Employment: Part Time - 7.5 Hours / 45.6 weeks

Grader Range: Spine 8-10

Salary Range: £18,051 - £18,330 FTE – Pro Rata TBC

Salary Scale dependent on candidate experience and qualifications.

Responsible to: Breakfast Club Leader / SBM.

Responsible for: None.

Core Duties and Responsibilities:

- To assist the Breakfast Club Leader in supervising children attending Breakfast Club, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good

Key External Contacts

- *Parents/Carers.*

Key Internal Contacts

- *Headteacher.*
- *Staff.*
- *Pupils*

1 Major Tasks, Duties and Responsibilities

- *Assist in preparing the Breakfast Club facilities and activities to ensure quality standards agreed are met.*
- *Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate.*
- *Where relevant, help organise play and art activities, reading and homework support.*
- *Establish good relationships with children - interact positively with children, encouraging cooperation and mutual support; monitor children's well-being 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.*
- *Ensure health and safety of children - maintain a register of children attending, control access to other parts of the school, where relevant - administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire.*
- *Recognises the quality of the Breakfast Club has an impact on learning and on pupils' attitude to school.*
- *Takes pride in providing enjoyable breakfast and activities for pupils.*
- *Builds up warm and positive relationships with pupils.*
- *Considers the needs of pupils all decisions about the club.*
- *Goes out of their way to be helpful towards pupils.*
- *Anticipates pupils' needs and makes suggestions to support them.*
- *Speaks clearly and listens carefully to pupils, using questions to check understanding.*
- *Is tactful when talking to pupils.*
- *Attends regular meetings and training.*
- *Acknowledges all colleagues in a friendly and helpful way.*
- *Builds effective working relationships with others by being open and honest e.g. admitting when a mistake is made.*
- *Acknowledges the needs of different people e.g. help new starters to settle in the school.*
- *Speaks clearly to colleagues and listens carefully to colleagues, using questions to check understanding*
- *Is tactful when talking to others*
- *Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.*
- *Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.*
- *Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.*
- *Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.*

- *Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.*

2 Other Responsibilities:

- *Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.*
- *Contribute to the overall ethos/work/aims of the school.*

3 Approach to Change:

- *Be flexible and proactive when suggesting change.*
- *Be part of review of working standards and processes of the Extended Services team on a regular basis and support changes as required.*

4 Learning:

- *Participate in performance management and development discussions.*
- *Advise line manager of own development needs.*

5 Communication:

Make every effort to communicate clearly, orally and in writing, to ensure understanding in both one to one and small group settings.

- *Use interpersonal skills to resolve workplace problems.*
- *Communicate effectively in complex / difficult situations and / or contentious issues.*

6 Commitment to Equality:

- *Treat all people with dignity and respect, recognising the value of each individual.*
- *Acting as a role model to the Team to challenge discriminatory language and behaviour.*

7 Managing performance:

Manage own performance effectively to meet goals and targets. Work to required deadlines, adhering to policies, procedures and systems at all times.

- *Participate in yearly performance reviews.*

8 Problem solving and Decision Making:

- *Solve problems and make decisions in own area of work.*
- *Within area of expertise, act as an expert point of reference for other staff within the team, department and for external contacts.*
- *Deal with tasks promptly to avoid escalation into a serious issue.*

9 Flexibility:

- *In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.*

This job description describes the way the post holder is required to complete and perform the duties set out above.

This job description does not form part of the contract of employment.

Approved by:..... Date:.....

Signed by Post Holder:.....Date:.....