

Brunswick House Primary House Breakfast Club Team Leader

PURPOSE OF JOB

To be responsible for the development and daily management of the Breakfast Club providing a safe, caring and stimulating environment for children.

To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children.

To develop, implement and review the policies, procedures and practices within the Breakfast Club.

DIMENSIONS

Subordinates: Breakfast Club staff

Budget: Will deal with collection of fees etc. but no direct budget responsibilities.

No. of Children: up to 70

Hours – 7.00 – 9.30am

PRINCIPAL ACCOUNTABILITIES

- Undertake the daily supervision of the Breakfast Club, developing and maintaining high standards throughout to ensure the welfare of the children and implement activities to ensure the National Standards and out of school play values are met at all times and, when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Maintain the Breakfast Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the wellbeing of the children and staff and be responsible for all Health and Safety matters in the Breakfast Club to ensure the wellbeing of all those who use and work in the club.
- Take a key role in suitably equipping the Breakfast Club in order to provide a stimulating environment for the children and implement policies and procedures within the Breakfast Club ensuring compliance with legislation and KCC framework.
- Ensure that high standards are maintained with regards how the club runs and showing how the resources (staff, premises and equipment) are used to ensure the needs of the children are met. Participate in the recruitment and selection of Breakfast Club staff in order that appropriate staff are appointed
- Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club and maintain up to date records of resources and accurate financial records to ensure that KCC's financial procedures are adhered to and income and expenditure is kept within budget, ensuring that all records maintained confidentiality.
- Provide healthy meals/snacks in order to promote healthy eating and ensure that children, whilst in the Breakfast Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the Breakfast Club's Equal Opportunities policy is adhered to.
- Act as the Child Protection Co-ordinator working with other professionals in the identification and monitoring of child abuse and the management of appropriate care programmes ensuring that KCC guidelines for Child Protection are adhered to.

NECESSARY EXPERIENCE

- Minimum of 2 years' supervisory experience in a childcare setting with demonstrable understanding of play work development.
- Paediatric First Aid Certificate or willingness to obtain.
- Understanding of KCC's financial policies and procedures together with experience of budget monitoring and control.
- Experience and understanding of multi-agency and partnership working.
- Experience of basic technology (computer, video, photocopier)
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

SCOPE FOR IMPACT

The Breakfast Club Supervisor has the responsibility of ensuring that the club runs smoothly and that all staff are directed in an organised and consistent way. The safe and stimulating play environment of the Breakfast Club depends on the management skills of the Breakfast Club Supervisor.

The Breakfast Club Supervisor needs to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures.

The Supervisor will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained in the club and they will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.

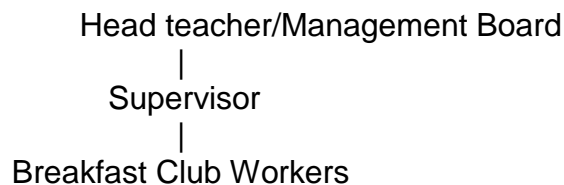
JOB CONTEXT

The Breakfast Club Supervisor will be expected to direct and supervise the Breakfast Club staff.

The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action.

The post holder must have an extensive understanding of the 'Breakfast Play Values' and must be aware of the 'National Standards for Out of School Care'. An awareness of child protection issues and procedures is essential. The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children and staff and provide feedback to other professionals and parents, students, trainees etc.

ORGANISATION



CHANGE STATEMENT

As a result of the Government's initiative "School Workforce Reform" and the National Agreement "Raising Standards – Tackling Workloads" new ways of employing support staff in schools are being sought. The National Workload agreement suggests that schools should deploy more staff in extended roles and the role of the Breakfast Club Supervisor is one of these.