

Breakfast Club Assistant



The Stour Academy Trust

Job Description

Introduction

The Stour Academy Trust puts the needs of children at the heart of our decision making – children come first.

Established in 2012, The Stour Academy Trust are a primary school sector only Trust, for children aged 4-11 years. The well-being of our pupils is our number one priority. Our foundations have been grown first before expansion. We will only expand when we have the capacity to do so.

Core Purpose:

The Trust's ultimate goal is to improve outcomes for children. Therefore, we develop highly skilled back-office teams, using the latest technology, to support the teaching and learning team so they are free to focus on the core task of teaching, to ensure the best outcomes for all children

Values:

We value children's well-being and their education above all else. We put the needs of children at the heart of our decision making – children come first.

What drives us?

We have a moral obligation to provide children with the highest standard of teaching and learning.

Leading with a strong vision and clear direction gives our Trust a tremendous opportunity to build on our strengths, become more distinctive and in an ever-changing environment, remain relevant and strong.

The Trust prides itself on the ability to build effective teams which go on to support collaborative approaches to working at all levels, encouraging openness and sharing of ideas. As a Trust we have established a supportive ethos across the MAT promoting a culture of common accountability among all employees. We are not afraid to move out of our comfort zone and our pro-active 'can-do' philosophy seeks out solutions to overcome barriers with a sense of urgency. The Trust staffing structure focuses on high standards throughout the establishment, ensuring succession planning at all levels of leadership and within our outstanding teams.



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Post: Breakfast Club Assistant

Reports to: Headteacher

Liaising with: Senior Leaders, Parents

Purpose:

To assist in the delivery of high quality childcare and play programmes for children of school age within the setting of the schools' Breakfast Club.

Specific Responsibilities:

- To supervise, care, integrate and play with the children.
- To assist with activities and programmes for Breakfast Club.
- To assist and work with a team of Breakfast Club Assistants.
- To work cooperatively with other team members/academy staff and show a flexible and enthusiastic approach to your position.
- To assist a team of supervisory assistants in Breakfast Club.
- To keep a register of children attending and collect fees from parents.
- To assist in the planning and preparation of appropriate play based activities, including the use of other visiting staff offering more adventurous activities.
- To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
- Administering first aid as appropriate to comply with the School First Aid policies and procedures, ensuring all accidents are recorded appropriately in the accident book and that parents are informed.
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- Be responsible for children during outdoor activities. Complete of list of children to ensure that everyone is accounted for.
- Ensure a First Aid Box is taken outside during outdoor activities. Complete an accident form as necessary, making sure that school are informed of any incident.
- Deal with any anti-social behaviour promptly and ensure that the Breakfast Club Leader, Headteacher and appropriate parents are informed

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Specific Responsibilities:

- Work with the Breakfast Club team to plan, organise and deliver creative play opportunities appropriate to the needs of all the children and to individual children as necessary.
- Safe collection and delivery of children from/to school and Club, keeping the needs of the children paramount and appropriate records.
- Providing nutritious and healthy refreshments.
- Providing a safe and caring environment at all times.
- Working within an agreed budget.
- Encouraging parental involvement and support of the Club.
- Attending meetings / training courses as appropriate
- Initiating contact, building relationships and liaising with parents, schools and other childcare and play related agencies as appropriate.
- To assist with providing a stimulating play programme for children attending the Breakfast Club which takes account of their individual needs and interests.
- To assist with the initiation, preparation and delivery of activities designed to meet the intellectual, creative, physical, emotional and social needs of the children attending the Breakfast Club.
- To ensure that activities undertaken are delivered with due regard for the health and safety of children and in accordance with good child care practice.
- To work in ways which will enable the children to participate in decision making processes.
- To be aware of child protection issues and observes schools' procedures.
- Where appropriate, to take specific responsibility for identified children with specific needs.
- To develop and maintain good working relationships with colleagues including those within the team, the school staff, parents, children and external agencies as necessary.
- To participate in the overall development of the team to ensure the provision of a quality service, responsive to the needs of children and their parents/carers.



The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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