



### **JOB DESCRIPTION: BREAKFAST CLUB SUPERVISOR**

**Hours:** 7.00am – 9.00am Full Time, Term Time only  
**Salary:** The salary will be competitive and commensurate with experience  
**Reporting to:** Head of EYFS

### **THE SCHOOL**

Bishop Challoner is a highly successful and ambitious school providing a warm and welcoming community where each member is embraced and encouraged to flourish and achieve.

We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and wellbeing underpin academic and co-curricular excellence. This rings true in the school's motto - 'Dare to do your best'.

We believe in providing an education for life and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by developing new skills and aptitude for an ever-changing world. Learning how to learn is a key facet of our education philosophy and is an essential need for the twenty-first century.

We believe that a truly excellent school is about more than academic achievement alone: it is about developing a real passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the classroom walls.

At Bishop Challoner we focus on developing the whole person, aiming to ensure that each pupil leaves us ready for the challenges of life at university or the world of work, and understanding their responsibilities towards others. We want our pupils to leave Bishop Challoner well equipped to engage positively with a rapidly changing world as accomplished problem solvers and confident individuals with a clear appreciation of and respect for the views and potential of others.

### **JOB PURPOSE AND RESPONSIBILITIES**

- To set up Breakfast Club ready to receive pupils from 7:15 am.
- To supervise nursery children, booked and sibling drop from 8:30 to 8:45, at which time Nursery staff are responsible for their care.
- To clear away all resources and equipment appropriately and safely at the end of each session.
- To be part of the daily management and development of the Breakfast Club providing a safe, secure, caring and stimulating environment for pupils:-
  - Keeping accurate, up-to-date registers
  - Passing any update of pupil's record to school office immediately
  - Be aware of pupil's individual physical, dietary, and special educational needs
  - To promote healthy eating
  - To ensure behaviour is of a high standard and employ appropriate behaviour management strategies where required

- To liaise with relevant staff regarding specific issues with individual pupils and ensure consistent management of such
  - To adhere to all recommendations made in relevant Risk Assessment document
  - To assist in planning ensuring a good range of age appropriate activities on a daily basis, and keeping copies of planning.
  - All records to be kept securely in a designated place within the Club
  - To help promote the wellbeing of children and staff.
- To liaise with parents about their children only on matters relevant to their attendance at Breakfast Club. All other enquiries or comments must be referred to the appropriate member of school staff.
  - To maintain a professional manner and dress code at all times in line with the school policies.
  - To follow school policies at all times, including safeguarding of children, reporting any concerns to the School Protection officer.
  - To raise any concerns immediately if staff : pupil ratios are not met at all times.
  - To be aware of relevant and new legislation, procedures, and policies to ensure the club is operating within the agreed parameters.
  - To be responsible for keeping qualifications up-to date:-
    - Food Hygiene Level 2 (minimum)
    - Paediatric First Aid
    - All CPD training as required by the school
    - Any other training courses relevant to the job.

In the unlikely event of you being unable to attend your sessions, you must contact your line manager and cover supervisor no later than 6:30 am.

## PERSON SPECIFICATION

The successful candidate will:

- Be enthusiastic with pupil learning
- Have high expectations and standards
- Have an excellent attendance record
- Be a good team player
- Be punctual
- Be organised and a quick thinker