

KENT COUNTY COUNCIL

Job Title: Breakfast Club Supervisor

Directorate: Education & Libraries

Reports to: Headteacher/Management Board

Job Holder's Name:

Location: School

Post Number:

Date:

Current Grade: KSA* (previously KS3 (Indicative))

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 well being of the children.

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

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 well being of the children and staff and be responsible for all Health and Safety matters in the Breakfast Club to ensure the well being 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

- Supervisory experience with children
- Paediatric First Aid Certificate or willingness to obtain.
- 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

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 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 (not Line Management responsibilities)

