

**JOB DESCRIPTION Breakfast Club Supervisor**

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

# **Job Purpose:**

To ensure the security, safety, health, wellbeing and care of the pupils before the school day begins and to promote learning during this period.

**Main Duties and Responsibilities:**

* To supervise pupils, during the breakfast period, in the hall or outside; ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good behaviour.
* To ensure the safety and well-being of children, providing emotional support where necessary.
* To monitor the behaviour of pupils - encouraging and modelling positive behaviour and play.
* To arrange and supervise appropriate play activities and ensure all children are happy and involved.
* To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school’s agreed procedures.
* To clean the Breakfast Room and Kitchen after food has been prepared and eaten – in accordance with the cleaning schedule.
* To take part in training appropriate to the job of Breakfast Club Assistant.
* To undertake any other duties consistent with the purpose of the job.

Signed ...................................................... (Breakfast Club Supervisor)

Signed ................................................ (Headteacher)