

**JOB DESCRIPTION**

Job Title: Breakfast & Out of After School Club Play Leader

Reports to: Breakfast & After School Club Supervisor

Current Grade: KR2

**1. PURPOSE OF JOB**

To work under the direction of the Breakfast Club & After School Club Supervisor providing a safe, caring and stimulating environment for children.

To assist the Supervisor in organising a daily routine that meets the emotional, social, physical and intellectual needs of the children.

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

**2. PRINCIPAL ACCOUNTABILITIES**

* Support the Supervisor in the planning of the daily activities of the Breakfast Club & After School Club to ensure children’s needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times
* Work with other staff to and provide healthy meals/snacks in order to promote healthy eating and maintain the Breakfast & After School 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.
* Advise the Headteacher of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the wellbeing of the children and work within KCC Guidelines for Child Protection to ensure the wellbeing of the children.
* Support the Supervisor in ensuring that high standards are maintained in the running of the club, including how the resources (staff, premises and equipment) are used to ensure the needs of the children are met and support the supervisor in ensuring that all records are maintained ensuring confidentiality of information. Work with the other staff to ensure that children, whilst in the Breakfast & After School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families’ ethnic, cultural and linguistic backgrounds to ensure that the Breakfast & After School Club’s Equal Opportunities policy to is adhered to.

**3. NECESSARY EXPERIENCE**

* Knowledge of Health and Safety procedures in a Breakfast & After School Club
* Knowledge of Child Protection procedures in a Breakfast & After School Club
* Paediatric First Aid Certificate or willingness to obtain
* Must have a basic understanding of Food Hygiene
* Basic experience and understanding of multi-agency and partnership working
* Experience of basic technology including computer skills
* Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

**4. SCOPE FOR IMPACT**

This post has a direct impact on the wellbeing and development of children attending the club. The post holder will need to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and support the Supervisor in ensuring the National Standards and out of school play values are met at all times. The post holder 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. The post holder will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.

**5. ORGANISATION** (not Line Management responsibilities)

Headteacher/Management Board

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Supervisor

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Deputy

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Breakfast & After School Club Workers