

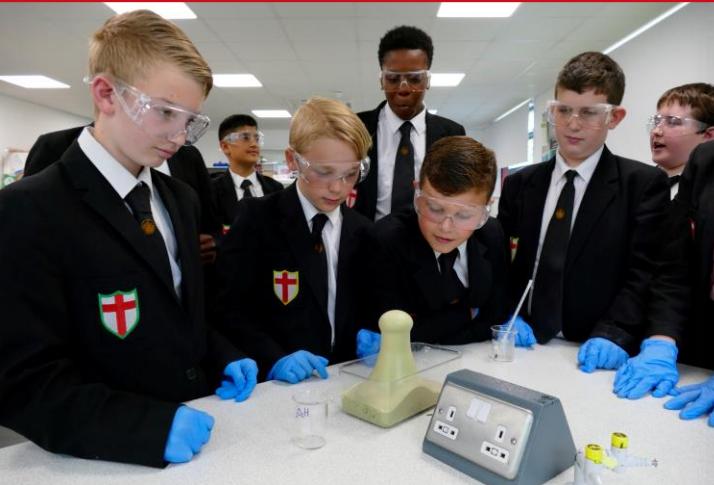


Vacancy Pack

Breakfast Club Assistant



Saint George's
Church of
England School





[Our Vision](#)
[The Leadership Team](#)
[The Post](#)
[About You](#)
[The Package](#)
[The Application Process](#)

AAAT vision

Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the Christian experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

Aletheia is committed to sustaining and further improving high-quality schools and supporting schools in need of specific improvement. We seek to provide a range of support to schools that draws upon the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and retain the capacity to respond rapidly and effectively to the needs of individual schools.

Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning. Our Teacher Training 'Hub' status aids our mission to recruit, train and retain staff of the highest quality within our local community.

The Trust provides a coherent and logical geographical context for all constituent schools. Belonging to a local Trust offers greater opportunities for influence than single schools can achieve; through collaboration the Trust aims to be greater than the sum of its individual member schools. We believe that the success of Aletheia is fostered by the opportunities for schools, leaders and governors to step forward as co-shapers of a school-led and self-improving system. Designated as an approved academy sponsor, we offer our distinctive ethos, school improvement strategy and strength of leadership to ensure all schools are supporting students to achieve of their very best.

AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting a Church of England ethos based on a belief in the value and potential of every student to achieve excellence academically; in religious education and their wider studies and become fully the person God intends.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.

All schools joining the Trust will have already established their support for and belief in these core principles.

OUR VISION

At the heart of our vision is the belief in inclusive, educational excellence; the belief that we are called to serve all pupils, staff, parents and the local community by providing places where all develop and thrive intellectually, socially, culturally and spiritually in order to live life in all its fullness.

Saint George's
Church of England School



All Different,
All Equal,
All Flourishing.

IN...
Creativity
Honesty
Resilience
Inclusion
Stewardship
Thankfulness

Leadership Structure

Executive Headteacher/CEO

Head of School

*Deputy Headteacher
(Raising Standards)*

*Deputy Headteacher
(Teaching, Learning and Assessment)*

*Assistant
Headteacher
(Behaviour and
Inclusion)*

*Assistant
Headteacher
(Primary Phase)*

*Assistant
Headteacher
(Community &
Stakeholders)*

Support Leads:
Site Manager
ICT Lead
Finance Lead
PA to SLT

Role Profile: Breakfast Club Assistant

Kent Scheme Range: KR3

REPORTS TO: Assistant Headteacher - Primary Phase

THE ROLE

A Breakfast Club Assistant is a capable individual with responsibility for caring for children and maintaining a high-quality, stimulating learning environment. They are warm and responsive, working flexibly and effectively as part of a team to ensure the smooth running of the club.

PURPOSE OF JOB:

Breakfast Club Assistants will be responsible for the operation and development of the Primary Phase Breakfast Club to ensure its' smooth and effective running, reporting into the Assistant Headteacher – Primary Phase.

To ensure children attending the club enjoy a wide range of play activities, both inside and outside the building

JOB DESCRIPTION

The Breakfast Club Assistant will work to provide good quality play and educational provision for all children aged 4 – 8 within the Saint George's Primary Phase. They will uphold the ethos and values of Saint George's School, support colleagues, both professionally and personally and work constructively as part of a team.

A high standard of professional conduct is expected at all times and Breakfast Club Assistants must demonstrate judgement and integrity in confidential dealings with pupils, parents, and staff.

Breakfast Club Assistants are important staff members of Saint George's Primary Phase and should help to foster a supportive and encouraging atmosphere in school, which enables the pupils to learn and play contentedly.

Key Responsibilities

- Ensuring that the programme of activities delivered is interesting, valuable and appropriate to the children, using the facilities and by providing a variety of play and learning opportunities
- Ensuring the safety and well-being of children through checking equipment, undertaking first line child protection measures and organising activities appropriate to the children at any given time.
- Ensuring that parents, carers and other visitors are made to feel welcome when visiting the Breakfast Club and that they receive appropriate information and advice.
- Maximising the learning value of the activities by planning and evaluating activities with other members of the Breakfast Club team and Primary staff.
- Contributing to the accountability of the Breakfast Club through assisting in the maintenance of agreed records including registers and accident books.

Tasks

The main duties and responsibilities of the postholder are indicated below, other duties of an appropriate nature and level will also be required and directed as appropriate.

- Assist in the provision of a variety of age appropriate play opportunities for children.
- Lead groups of children in specific sport, games, craft and learning activities.
- Manage behaviours and adapt the activity to meet the needs of groups or individuals, following the school's behavior policy closely.
- Prepare for activities where necessary.
- Evaluate events and activities and contribute to the development of Breakfast Club including making recommendations for change and development of the activities.
- Organise and supervise children having a healthy breakfast.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- Check that play conditions conform to the appropriate health and safety standards and are suitable for the group and activity planned. Check that the premises, fences, gates, etc are secure, reporting defects promptly to Site Team via email.
- Be aware of and comply with policies and procedures relating to child protection, food hygiene, health, safety and security, administration and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Help to establish constructive relationships and communicate with other agencies/professionals.
- Participate in training, other learning activities and performance development as required.

PERSON SPECIFICATION

Specific qualifications are not a prerequisite of the job, but the post-holder will be expected to have the following:

- Experience in working with and organising play activities for children through qualification or be willing to undergo training.
- An awareness of children's needs.
- Knowledge of appropriate play activities e.g., sports, games, crafts, stories, song, dance etc.
- A basic awareness of health and safety practices.
- Understanding relevant administration procedures to include taking registers, basic record keeping and filing.
- Understanding equal opportunities issues and practices relating to the aims and objectives of community groups.

EXPERIENCE

Some experience of being involved in play or activities, whether in a paid or voluntary capacity in, for example, schools, nurseries, holiday play centres or other equivalent play setting. To include planning, organising and supervising activities.

APTITUDES

You will need to demonstrate an ability to:

- Work as part of a team, sharing working knowledge and skills.
- Develop a range of play/learning related skills.
- Work flexibility, able to rearrange work plans in relating to changing priorities.
- Interact sensitively with other workers, children and parents.
- Listen to understand the needs of all children.
- Able to quickly assimilate new procedures and working methods.
- Administer first aid and understand first line child protection with training.

You will need to be patient, firm but fair and have a calm approach. Breakfast Club Assistants need good communication skills at all levels in order to build relationships with children, parents and members of school staff.

Experience of working with children is essential and if candidates have either achieved or are working towards a relevant qualification this would be desirable, although not essential.

Saint George's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Breakfast Club Assistant

Working Hours: 7.5 hours per week Term time 38 weeks per year

Breakfast Club working hours are: 7.15am to 8.45am Monday to Friday

Salary: Kent Range 3- £18,425 (£3,130 pro rata to part time hours)

Required to start as soon as possible

An exciting opportunity has arisen for a Breakfast Club Assistant to join our expanding team to provide a high-quality early morning experience for children. We are a small team, working very closely together and we will make you very welcome.

Reporting to the Assistant Headteacher (primary phase) you will be responsible for the operation and development of the Primary Phase Breakfast Club to ensure it runs smoothly and effectively. You will ensure children attending the club enjoy a wide range of play activities.

We would love to hear from you if you:

- Enjoy working and playing with young children
- Are committed to enabling every child to achieve the very best they can
- Have a belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background

If you would like to find out more about this position, please email the Assistant Headteacher Helen Palmer at palmerh@sgsce.co.uk

Please download a vacancy pack and application form below and submit your application by e-mail to Elise Batchelor at batchelore@sgsce.co.uk

Closing date: Monday 6th December 2021 (12 noon)

Interview date: Monday 13th December 2021

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