

**Dunton Green Primary School
Breakfast/After School Club Supervisor**

Current Grade: KR4

1. PURPOSE OF JOB

To be responsible for the development and daily management of the Breakfast and/or After School 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 wellbeing of the children.

To implement the policies, procedures and practices within the Breakfast and/or After School Club.

2. DIMENSIONS

No. of Children: up to 32

3. PRINCIPAL ACCOUNTABILITIES

Undertake the daily supervision of the Breakfast and/or After School Club, developing and maintaining high standards throughout to ensure the welfare of the children and, when required, direct the safe escorting of children to ensure their wellbeing at all times.

Develop activities to ensure the National Standards and out of school play values are met at all times and take a key role in suitably equipping the Breakfast and/or After School Club in order to provide a stimulating environment for the children.

Maintain the Breakfast and/or After School 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 to ensure the well-being of all those who use and work in the club.

Prepare for OFSTED inspections and action any recommendations that may result from inspection in order that the highest standards are maintained. Implement policies and procedures within the Breakfast and/or After School Club ensuring compliance with legislation and KCC framework.

Provide healthy meals/snacks in order to promote healthy eating and ensure that children, whilst in the Breakfast and/or 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, ensuring that the Breakfast and/or After School 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.

4. NECESSARY EXPERIENCE

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.

5. SCOPE FOR IMPACT

The Breakfast and/or After School Club Supervisor has the responsibility of ensuring that the club runs smoothly and that all staff work in an organised and consistent way.

The safe and stimulating play environment of the Breakfast and/or After School Club depends on the management skills of the Breakfast and/or After School Club Supervisor who needs to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and is compliant with legislation and KCC's framework.

The Breakfast and/or After School Club 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.

6. 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 awareness of the Out of School Play Values and 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.

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

Headteacher

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Supervisor

8. **CHANGE STATEMENT**

As a result of the Government's initiative "School Workforce Reform" and the National Agreement "Raising Standards – Tackling Workloads" new ways of employing support staff in schools are being sought. The National Workload agreement suggests that schools should deploy more staff in extended roles and the role of the Breakfast and/or After School Club Supervisor is one of these.