

New Town Primary School

Job Description: Breakfast Club Supervisor

Grade: RG3, Points 8,9,11

Key functions:

- Supervision of Breakfast Club staff, organising and implementing duty and play rotas
- To supervise pupils on the school premises during Breakfast Club, ensuring that the children eat meals safely and behave appropriately in line with our high expectations in the dining hall and on the playground, and enjoy their time at breakfast club.
- To provide and manage appropriate and engaging activities for children attending

Main duties and responsibilities:

- Organise Breakfast Club (BC) staff to ensure smooth running of the provision.
- Ensure all BC staff are following the guidance about how to safely supervise play and the provided activities.
- Ensure the safe supervision of pupils between completion of BC, and the start of school when they are handed to class teachers at 8.45am.
- Ensure staff help younger pupils at the food counter, instruct the proper use of cutlery and encourage/assist them cut up their food when necessary.
- Develop pupil independence in preparing their own breakfast.
- Assist pupils with the return of used plates, trays, cutlery and beakers and ensure these are washed up. Ensure that the tables are cleaned and the hall is left tidy.
- Prepare and serve simple breakfast items such as toast, cereal, juice etc.
- To meet regularly with Senior Leaders to discuss BC provision and raise any concerns in a timely manner.
- Devise and initiate constructive play opportunities and purposeful activities for children who attend. Ensure that the resources and equipment are well kept, and manage any restocking and ordering. Ensure that the staff expect pupils to look after and pack away the equipment.
- Ensure that children remain within a safe environment by ensuring that health and safety practices are adhered to, and that children play and eat safely.
- To ensure all staff follow the school's Behaviour Policy and all minor disciplinary offences are handled swiftly and effectively. Ensure that any appropriate and relevant feedback regarding pupil behaviour is given to the class teacher and ensure staff also do so either face to face or
- Ensure safeguarding is at the heart of our provision, and BC staff understand their duties with respect to this and log any concerns on CPOMs, or speak to a senior leader if urgent.
- Help children acquire social skills and behave in line with the schools core values.
- Attend to minor accidents sustained at BC, and seek appropriate assistance if necessary. Ensure that any accidents are reported following school procedure, and any further action required is escalated further up to school leaders.
- Attend to any pupil who becomes ill during the club and seek appropriate assistance.

- Work constructively alongside the senior leadership team to talk about day to day issues, problem solve, improve structures and systems, and carry out learning walks at least three times a year with leaders. Contribute to writing an action plan each year to ensure provision is as effective as possible, and children enjoy BC.

Skills and abilities required:

Level 2 H&S responsibility and a full DBS check is required for this post.

Current First Aid qualification is desirable or training will be provided if required

- Effective team leadership
- Work as part of a group and individually
- Inspire trust and confidence in children and fellow members of the team
- Encourage high standards of pupil behaviour at all times
- Liaise with parents in a professional manner; observe the boundaries of the role, and respect confidential information
- Initiate games and activities appropriate to the age of the children
- Relate to children on their level
- Remain calm in a crisis
- Positive solutions-focussed approach to all challenges
- Ability to recognise great practice in colleagues
- Good standard of written and spoken English
- Exercise sound judgement with regards to applying school policy and escalation of issues to senior leaders
- Examine systems critically, and suggest ways of improving efficiency
- The ability to understand and work positively within the school policies and procedures
- Support and promote the school's ethos, values and aims
- Respect confidentiality
- Report to the Headteacher as and when required