

## Breakfast Club Supervisor - Job Description

<b>School Post:</b>	<b>St Peter &amp; St Paul Carbrooke Primary Academy &amp; Nursery</b>
<b>Post:</b>	<b>Breakfast Club Supervisor</b>
<b>Grade:</b>	<b>C/D</b>
<b>Accountable to:</b>	<b>Headteacher</b>
<b>Working hours</b>	<b>Monday – Friday, Term time plus one week, 7am-9am (10 hours)</b>
<b>Purpose of Job</b>	
<p>Responsible for the supervision of children on the school site in the morning.</p> <p>Assist in securing the health, safety, welfare and good conduct of children.</p> <p>Support activities and good behaviour in accordance with the practices and procedures of the school.</p> <p>Making breakfast for pupils who attend the provision, and a selection of toasted foods for the classrooms.</p>	
<b>Responsibilities</b>	
<p><b>Supervision of Students on School Premises</b></p> <ul style="list-style-type: none"> <li>● Supervise areas where children are during breakfast time, maintaining Health &amp; Safety practices.</li> <li>● Taking account of relevant practices and procedures, to supervise and monitor activity areas, corridors and bathrooms as required.</li> <li>● Supervise children eating their meal in dining areas and clean up spillages, using signage to indicate wet floors where needed.</li> </ul> <p><b>Promoting Positive Behaviour</b></p> <ul style="list-style-type: none"> <li>● Encourage positive behaviour through implementation of school's behaviour policies and practice and dealing with incidents as directed.</li> <li>● Encourage childrens' understanding and knowledge of the impact of their actions within the remit of Health and Safety.</li> <li>● Provide information to the Headteacher to assist with recording incidents or occurrences accurately and in a timely manner.</li> </ul> <p><b>Promoting Personal and Social Skills</b></p> <ul style="list-style-type: none"> <li>● Encourage children to leave all areas in a tidy condition.</li> <li>● Encourage good relations between children and adults through informal discussion.</li> <li>● Encourage and develop social skills such as mutual respect and trust.</li> <li>● Be aware of cultural and social factors which may have an effect on the supervision of the students.</li> </ul>	

### **Appropriate Communication**

- Report accidents or other occurrences such as child protection issues immediately to the Designated Safeguarding Lead.
- Liaise with the office staff regarding food levels
- Carry out your duties in accordance with School policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, contract, induction, ongoing performance development and through School communications.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.

### **Additional Information**

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

**St Peter & St Paul Carbrooke Primary Academy &  
Nursery - Employee Specification**

<b>Post: Breakfast Club Supervisor</b>	<b>Grade: C/D</b>
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience</b>	<b>Essential/ Desirable</b>	<b>Method of assessment</b>
A minimum of GCSE Grade 4 – 9 (A –C) or equivalent in English	Desirable	Certificates
Basic food hygiene	Desirable	Certificates
Experience of working with children/young people.	Essential	Application Form
Experience of encouraging the development of relationships between children/young people.	Desirable	Application Form

<b>Performance Attributes</b> <i>Please note, all the following criteria are <b>essential</b></i>	<b>Method of assessment</b>
Good literacy and numeracy skills.	Application Form
Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, students, and parents/carers.	Application Form
Works cooperatively as part of a team, taking responsibility for activities as directed.	Application Form
Takes a flexible approach to changing priorities or unexpected situations.	Application Form
Consistently performs to the best of their ability as directed and delivers an efficient and effective service.	Application Form
Ability to use a range of problem solving techniques, to think creatively when presented with varied requests and to know when to refer on to colleagues.	Application Form
Recognises the importance of continued professional development.	Application Form/ Selection Process
Works with integrity and professionalism.	Application Form/Selection Process

Please note: this job may be able to run alongside other vacancies we currently have.