

# Hillside Primary School

## Breakfast Club Leader Job Description

ALT Grade: E (points 12-15)

Responsible to: Senior Leadership Team

### Main Purpose:

- To be responsible for the daily management and promotion of the breakfast club, deploying staff appropriately to meet the needs of the children and to effectively deliver targeted interventions.
- To be responsible for the supervision of children, providing appropriate activities, developing cooperation, securing children's safety and well-being, ensuring good behaviour and promoting good attendance.
- To work in partnership with children, families, school staff and other agencies to promote the well-being of children.
- To develop, implement and review the policies, procedures and practices within the breakfast club in line with school policies, vision and aims.
- To improve the attendance of individual pupils and support the removal of potential barriers to learning and achieving.

### Specific Duties

- Undertake the daily supervision and set up of the breakfast club, developing and maintaining high standards throughout to ensure the welfare of the children at all times.
- To manage the preparation and service of healthy breakfast foods.
- To promote the breakfast club to ensure the sustainability of the provision.
- To ensure all staff are aware of medical information.
- To liaise with appropriate staff where specific training may be required in relation to medical needs.
- To manage first aid to individuals as appropriate.
- Ensure children have access to appropriate activities to support their physical, emotional, social and intellectual development, giving consideration to families ethnic, cultural and linguistic backgrounds.
- Ensure that the breakfast club maintains an agreed standard of cleanliness and hygiene, before during and at the end of the session, and be responsible for all health and safety matters within the breakfast club.
- Take a key role in suitably equipping the breakfast club in order to provide a stimulating environment.
- To ensure that positive behaviour strategies and reward systems are applied within breakfast club.

- To manage the supervision of children in regard to suitable appropriate physical and learning activities.
- To ensure an accurate register is maintained.
- To liaise with appropriate staff regarding attendance and financial matters.
- To liaise with appropriate staff in regard to behaviours demonstrated in breakfast club.
- To liaise with staff who have a responsibility in relation to pupil premium.
- To collaborate with other agencies to deliver activities alongside school staff.
- To order and maintain suitable food, storage and equipment needed each day.
- To deal with any immediate problems or emergencies arising according to the schools policies and procedures.
- To deploy duty staff to ensure a high standard of care is met.
- To deploy staff effectively with regards to targeted interventions for the children who attend, particularly those who have been identified as requiring additional support.
- Promote the breakfast club at parents' evenings and other events to increase take up, so that all children have access to a safe place to be, with free breakfast, before the start of the school day.
- To review and develop the breakfast club to ensure that it is facilitating improved attendance, behaviour and engagement.
- To develop positive relationships with parents and carers through regular liaison.
- To follow all school policies and procedures. (All policies, including Safeguarding Children, Health and Safety, Single Equalities, Inclusion, Curriculum and Learning and Teaching can be viewed on the school's website.)
- Be mindful of personal work life balance and well being, communicating any concerns to the Senior Leadership Team

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Headteacher)