

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH239	Grade D
Job Title :	Breakfast Club Leader	
Main Job Purpose :	To undertake the care of individuals or groups of children before school.	

Main Duties	
1.	To ensure that the health and safety needs of each individual child are met at all times.
2.	To stimulate, encourage and develop children's play in a positive way enabling them to play appropriately and creatively, individually or in groups in the short group session after breakfast.
3.	To foster children's language development and social skills through sustained shared thinking and the use of open ended questioning.
4.	Acknowledge and note individual children's progress and development if appropriate. Report any issues of concern regarding an individual child to HT as soon as possible.
5.	Attend to the personal, social and emotional needs of individual children, together with any other special requirements and, depending on the nature of a pupil's special needs, make these part of the play experience wherever possible.
6.	Foster an atmosphere of mutual respect and demonstrate the behavioural, equal opportunities and anti-racist policies of the school/centre effectively at all times by challenging inappropriate behaviour/language.

Supervision and Management
The jobholder has regular supervisory responsibility for between 1 and 5 staff.

Creativity and Innovation (i.e. Problem Solving)

The job involves creative work to:

- Encourage and develop children's play.
- Meet the needs of individual children with their personal social and emotional needs.

Key Contacts And Relationships

Staff/ Teaching Staff

Running club

Children

Part of club

Parents

Dropping off children / information exchange

Decision Making

The jobholder takes decisions on the day to day running of the club.

Resources

Responsible for arranging banking up to £1,000 (i.e. termly Club fees)

Responsible for childrens property – e.g. coats, book bags etc.

Responsible for Weekly food for snacks, consumables for club activities and play equipment.

Working Environment

Physical demands of standing supervising within the Club, walking around premises, setting up tables in School hall.

Provides personal care in dealing with accidents and sickness.

Knowledge and Skills

The job holder will be working at a level equivalent to NVQ level 3 Child/play care.

Experience of working with children, and ability to supervise staff.