

Job Title: Breakfast Club Supervisor

Reporting to: Business Manager

Grade: I

Overall Purpose of the Post:

Attend to pupils' personal needs and provide general support in supervising and managing pupils at the extended school Breakfast Club. Provide a relaxed, family feel breakfast environment.

Main Duties and Responsibilities:

- Greet children on arrival at club, provide and supervise play;
- Prepare food as required;
- Follow Risk Assessments guidelines;
- Follow Food Hygiene guidelines;
- Supervision of pupils, ensuring their safety;
- Report to the Breakfast Club Leader any pupil problems or behavioural difficulties in accordance with school policy and work at all times within safeguarding guidelines;
- Deal with incidents in accordance with agreed breakfast club policy strategies; encourage pupils to take responsibility for their own behaviour;
- Liaise with parents;
- Assist younger children to cut up food;
- Check that pupils arrive at their classrooms safely into the care of their teacher;
- Report all accidents to the Breakfast Club Leader and complete form for parent;
- Ensure that any person on the premises is authorised to be there;
- Report any faults in equipment and resources to Breakfast Club Leader;
- To supervise and ensure the health and safety of children at all times.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;

- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.