



Roseberry Primary and Nursery School – Breakfast Club Supervisor

Job Description

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

At Roseberry Primary and Nursery School, all support staff are valuable members of the team, contributing to the consistent high-quality provision expected in school. Our breakfast club staff should be a good role models for children; demonstrating high expectations of behaviour and setting high standards of organisation through good time management and through good working relationships with other members of the team. Our breakfast club staff should consistently demonstrate the existing practices and routines within school to ensure continuity for the children. Staff may, at times, be asked to contribute to activities which are to benefit the whole school e.g. maintenance of resource areas and at times will be encouraged to support the wider life of the school through participation in extra-curricular activities e.g. school discos and fairs.

Breakfast Club supervisors will be expected to:

- Abide by the conditions of service as outlined in the latest Local Government Pay and Conditions document.
- Abide by the current Health and Safety regulations including those concerning food preparation.
- Be a member of the team who make up the whole school staff including, teachers, teaching assistants, caretaker, secretaries, kitchen staff, breakfast and lunch time staff and cleaning staff.
- Promote the agreed school aims, ethos and policies at all times.
- Be responsible for maintaining a high standard in the key areas below.

Key Area: Supervisory Duties

Key Tasks:

- Ensure the safety and welfare of children throughout the period of breakfast club.
- Look after the well-being of individual children including seeking First Aid when needed, seeing to other personal needs as appropriate and recording any accidents on the correct forms.
- Ensure that the school's behaviour policy and expectations are met at all times in order to maintain a safe, calm and pleasant environment at after-school club.
- Praise the children and encourage independence and high self-esteem by acknowledging and rewarding good behaviour in accordance with school policies.
- Co-ordinate and manage the preparation of healthy snacks and meals where appropriate
- Closely monitor the children as they eat their food; encouraging them to try unfamiliar foods, encouraging healthy eating habits and good table manners.
- Oversee and encourage inclusive activities within the breakfast club area and on the playground while maintaining safety at all times.
- Monitor all activities, both indoors and out, to prevent disputes between pupils.
- Help with tidying the after-school club classroom; seeing to spillages immediately, clearing, cleaning and stacking plates, wiping tables when the children have finished.

Key Area: Pastoral Care**Key Tasks:**

- Get to know the individual children.
- Talk and listen to children.
- Communicate with other team members.
- Give appropriate help.
- Set a good example in terms of punctuality, behaviour and attendance.

Key Area: Team Membership**Key Tasks:**

- Be part of the team of Supervisors responsible for the safety and well-being of the children at after-school club. (Whilst there will be division of labour it is expected that each team member will be prepared to discharge the duties of other colleagues as and when it is deemed necessary by the Head Teacher)
- Contribute to relevant meetings.
- Support other team members.
- Recognise and use your strengths and those of others.
- Undergo relevant training.

Key Area: School Identity**Key Task:**

- Promote a positive image of the school to children, parents and visitors.

Key Area: Other duties**Key Tasks:**

- Carry out any other duties which may be reasonably allocated from time to time by the Head Teacher or Deputy Head Teacher that are commensurate with the job purpose and grade.
- Inform the Head Teacher about any matters relating to leave of absence.

Protective clothing

You will be issued with protective clothing provided by the school as appropriate e.g. tabard, rubber gloves etc. and you should wear these items for your protection. You are to be responsible for laundering, repair etc. and informing the HT when items need replacing.