**Job Description**

**Breakfast Club Supervisor**

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| Job Category: | Educational Support Staff |
| Reports to: | Headteacher or member of Senior Management (or other designated person) |
| Grade | 3 |
| Line manages: | Breakfast Club Assistants |

**Purpose of the Role**

To be responsible to the Headteacher, through the Line Manager, or other designated person, to supervise pupils before school starts in the morning. The role involves taking sole charge of a group of pupils, giving them breakfast if required, helping them with homework tasks and doing other activities.

**Key Duties and Responsibilities**

* Line Manager Breakfast Club Assistants and organise duty rotas.
* Prepare, serve and cook (when necessary) food for breakfast (cereals, toast, etc). as required.
* Clear away equipment after children have left. To ensure good hygiene standards are maintained at all times, and uphold the requisite health and safety standards.
* Providing an appropriate curriculum which meets the needs and interests of children attending the club.
* Provide high quality care and a comprehensive range of appropriate, stimulating and creative activities meeting group and individual needs.
* Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development.
* Have an understanding and ability to use a range of strategies to deal with behaviour, as a whole, and also individual behavioural needs.
* Support those with special needs.
* Carry out reasonable personal care/hygiene duties and administer basic first aid.
* Ensure the general hygiene of the room used and the equipment.
* Deal with any immediate problems or emergencies according to the school's policies and procedures. Administer first aid where necessary.
* Keep up to date with latest child care developments.

**General**

* The postholder is expected to fully engage with the Trusts performance management process.
* To demonstrate the core values of the school and Trust at all times.
* To attend staff meetings and Trust-based INSET as required.
* The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.
* To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
* The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

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| Signed: |  | Date: |  |

**CIT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment**