



Job Description – Breakfast Club Assistant

Nunthorpe Primary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: £11.91 per hour - 4 hours per week

Hours: 1 hour per day – 4 days per week

Contract type: Permanent

Reporting to: Head Teacher

Responsible for: After School Club Team

Main purpose

Assist in the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will involve working within a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

Duties and responsibilities

Planning and delivering activities

- Plan and deliver age-appropriate activities and experiences to support pupil's development
- Work within your team to communicate and assist with activities
- Assist in providing snacks and drinks to children using the club
- Offer educational instruction where needed to help pupils share equipment
- Supervise pupils during activities and help to resolve issues between pupils
- Monitor pupils that aren't engaging in play and feedback concerns to class teachers

Health and Safety

- Observe pupils and the environment and act to minimise any identified health and safety risks
- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- Offer support with setting up and putting away all equipment safely
- Make sure Health & Safety policies and procedures are followed

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Working with others

- Communicate effectively with other members of the team
- Offer a friendly service to parents and staff

Safeguarding

- Report any safeguarding concerns to a member of staff

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role