

## **BRIGHTON & HOVE CITY COUNCIL**

### **JOB DESCRIPTION**

**Job Title:** Breakfast Club Supervisory Assistant

**Reports to:** Headteacher

**Department:** Children and Young People's Trust

**Section:** Schools

### **Purpose of the Job**

To be responsible for the supervision of children at the Breakfast Club to ensure that each child has an enjoyable, safe and relaxed start to the day and eats a healthy breakfast before school begins.

### **Principal Accountabilities**

- To provide high quality care and a range of activities for children which recognise both individual and group requirements in a secure, safe and stimulating environment.
- To liaise with parents /carers when they drop off their child, take and pass on messages to other staff, and to use this contact time to make opportunities to develop a rapport.
- To register children on arrival, take payment for the session and be responsible for the money until it can be handed to the school office.
- To prepare and serve a healthy breakfast for children attending the Breakfast Club, encouraging good nutrition and healthy eating.
- To deliver activities which encourage imagination, independence and social skills and that recognise that children need a calm environment at the start of the day.
- To encourage positive game playing and sharing with the aim of helping to solve conflict between children when required.
- To supervise children using the toilet facilities and to support children with other personal care needs when required.
- To actively promote positive behaviour and to deal with inappropriate behaviour in accordance with the behaviour policy procedures; where necessary to report difficulties to the line manager.

- To attend to sick or injured children, including clearing up in accordance with the school's first aid procedures.
- To have knowledge of individual pupils special needs and requirements (e.g. food allergies) to ensure that they receive appropriate support during the session.
- To tidy up after the club, packing away all equipment including tables and chairs, and cleaning up any spillages or rubbish in order to leave the school hall ready for general use.
- To plan healthy breakfasts for each day, purchasing food shopping within an agreed budget and ensuring that the food shop reflects the National Guidelines for Healthy Eating. (If appropriate to the school).
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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### **PERSON SPECIFICATION**

**Post Title:** Breakfast Club Supervisory Assistant

**Department:** Children and Young People's Trust

**Section:** Schools

#### **Essential Criteria**

**Job Related  
Education,  
Qualifications and  
Knowledge**

- NVQ Level 2 or two years' relevant experience
- Excellent understanding of the needs of young children
- Knowledge of relevant legislation and guidance including Children Act 1989, National Day Care Standards, Foundation Stage Curriculum
- Knowledge of relevant procedures and associated legislation (e.g. health and safety, paediatric first aid, food hygiene)
- Knowledge of child protection issues and procedures
- Knowledge of equalities issues and implementation and development of equalities practices

**Experience**

- At least two years' experience in early years settings /play environments of providing care and education to children from a wide range of backgrounds, including those with special educational needs

**Skills and Abilities**

- Ability to communicate with and listen to a wide range of people
- Ability to observe and assess children's development
- Possess a warm and positive approach to children
- Ability to develop good working relationships with parents and other service providers
- Ability and flexibility to cope with changing needs and demands
- Ability to plan and organise activities
- Ability to work to time constraints

**Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's

## Equalities Policy.