

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