

Job Description

POST TITLE: Breakfast Club Practitioner

RESPONSIBLE TO: Senior Leadership Team

SALARY: Level 2D

THE ROLE:

A Breakfast Practitioner is a capable individual with responsibility for caring for children and maintaining a high-quality, stimulating learning environment.

They are warm and responsive, working flexibly and effectively as part of a team to ensure the smooth running of the club.

MAIN DUTIES & RESPONSIBILITIES

- 1 To create a safe, welcoming and inclusive environment for all children
- 2 To be aware of school policies and procedures and ensure these are adhered to.
- 3 To share responsibility for the welfare of all children at the club, following systems to ensure consistent, high-quality care.
- 4 To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies.
- 5 To develop genuine bonds with the children and support colleagues to sensitively fulfil their responsibilities
- 6 To reflect on practice and daily routines, tailoring them to meet the individual needs of each child
- 7 To plan suitable provision of a stimulating range of age-appropriate activities and ensuring the club is well resourced and creatively set- up
- 8 To contribute to observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively
- 9 To provide feedback and work in partnership with key parents, carers and schools, building and maintaining relationships that encourage trust and open communication and involvement in nursery life
- 10 To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times
- 11 To be professional and a good role model to the children and other staff members, at all times
- 12 To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the breakfast club

- 13 To attend reasonable out-of-working-hours activities, including training, staff meetings and special events
- 14 To communicate effectively, sharing information, participating in meetings, inductions and 1-2-1s
- 15 To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment
- 16 To undertake any other aspects of Club work according to need
- 17 To attend to the educational, personal and social needs and wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs; help with dressing and/or assisting with feeding if necessary).
- 18 Under school procedures, to give first aid/medicine where necessary.
- 19 To promote and support the inclusion of all pupils in the learning activities in which they are involved
- 20 Whilst there may be a specific requirement to support a named pupil or pupils with a Statement of Educational Needs, support to other pupils may also be required, at the direction of the Headteacher
- 21 To support the teaching and literacy, numeracy or other specific curriculum areas, specialisms as required and agreed with the Headteacher
- 22 To undertake staff training and development activities
- 23 To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information
- 24 To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager