


BRACKNELL FOREST COUNCIL

JOB DESCRIPTION

Job Title: Breakfast & After School Club Leader	Section/Location: The Pines School
 Be Your BEST <small>Believe - Excellence - Safe - Team</small>	Grade/Salary Range: SCP6 – SCP8 £25,989 - £26,824 + London Weighting pro rata
TL2	Monday to Friday 7.30am – 8.30am & 3-6pm, 20hrs per week, Term time only plus 3 days

JOB PURPOSE

To assist with the supervision of children to ensure their safety, general welfare and proper conduct and to lead the day to day organisation of the club.

To work in partnership with parents and carers, and to promote the well-being of the children.

To develop, implement and review the policies, procedures and practices within the Breakfast Club in line with the agreed principles of The Pines School Values.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Responsible to the School Business Manager and Senior Leadership Team.

MAIN DUTIES AND RESPONSIBILITIES

MAIN DUTIES

To and maintaining high standards throughout to ensure the welfare of the children, ensuring a welcoming, engaging and safe environment at all times and promoting good behaviour.

Ensure children have access to appropriate activities to support their physical, emotional, social and intellectual development considering families' ethnic, cultural and linguistic backgrounds, ensuring that the school's Equal Opportunities Policy is adhered to.

Maintain the Breakfast and After School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, and be aware of Health and Safety matters in the Breakfast and After School Club to ensure the safety and well-being of all those who use and work in the Club.

To ensure the safe escorting of children to ensure their wellbeing at all times, for example outside play.

Take a key role in suitably equipping the Breakfast & After School Club in order to provide a stimulating environment for the children and implement policies and procedures within the club.

Encourage children to try new experiences within the club setting.

To participate in training, other learning activities and performance development as required.

Administer first aid as appropriate.

To report back to the appropriate member of staff using the school's agreed referral procedures on the behaviour of pupils during the Breakfast and After School Club, or any other issues that may be relevant.

To follow school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.

The post holder will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors and all members of the school community.

You will be pivotal in the role out of the free breakfast club from April 2027, managing the change from the administration to the implementation of the provision in conjunction with the School Business Manager.

SCOPE OF JOB (Budgetary/Resource Control, Impact)


The Breakfast & After School Club Leader will have day to day responsibility for running the Club and the supervision of Breakfast & After School Club Assistants.

The Breakfast & After School Club Assistant will receive general direction and supervision from Leader, but will be expected to use initiative to anticipate requirements and deal with situations as they arise.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

At The Pines we are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

**BRACKNELL FOREST COUNCIL
PERSON SPECIFICATION**

Job Title: Breakfast & After School Club Playworker	Section/Location: The Pines School
	Grade/Salary Range: SCP6 – SCP8 – £25,989 - £26,824 + London Weighting pro rata

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	Good numeracy and literacy skills (both written and oral)	Level 2 for Assistant in Playwork and previous experience in working with children
Competence Summary (Knowledge, abilities, skills, experience)	<p>An understanding of safeguarding in the school environment</p> <p>Able to cope with personal/hygiene needs of children and respond sensitively to pupils needs</p> <p>Willingness to learn new skills, to be confident and assertive.</p> <p>Able to be both flexible and show initiative to meet the competing demands from pupils, parents and school.</p> <p>Experience of working with or caring for children of relevant age.</p> <p>Knowledge of basic first aid.</p> <p>Ability to cope with personal hygiene needs and respond sensitively to pupils needs.</p> <p>Ability to use basic technology and IT</p> <p>Ability to work constructively as part of a team.</p> <p>Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils.</p>	<p>The ability to establish positive expectations of pupil behaviour</p> <p>Experience of working with or caring for children in a learning environment</p> <p>Safeguarding training</p> <p>Knowledge of relevant policies and legislation</p>
Work-related Personal Requirements	<p>Committed to equality of opportunity</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p>	

Other Work Requirements	Participate in training and development activities Suitability to work with children. Commitment to the role through good attendance and time keeping	Able to identify own training needs and actively seek learning opportunities and participate in training and development activities