

JOB DESCRIPTION

Job Title: PVH Breakfast / After School Club / Lunchtime Care Assistant

Job Location: Hill View Infant Academy

Hours: As and when required

Responsible to: Head Teacher/Board of Directors

Purpose of Job:

- To assist the Breakfast / After School Club / Lunchtime Supervisor with monitoring pupils during breakfast, after school and/or lunchtime and to ensure the wellbeing and safety of pupils, in line with the school's policies and procedures.

Principle Responsibilities

- Offering care and support.
- Working as a team member under the direction of the Supervisor.
- Being responsible for the wellbeing and social interaction of the pupils.
- Assisting in the domestic care and welfare of pupils at meal times; encouraging good table manners.
- Promoting good order and high standards of behaviour.
- Demonstrating flexibility in relation to covering different areas within the school.
- Assisting in the supervision of other activities during breakfast or lunchtime including setting out and storing of relevant equipment. (Leading and encouraging co-operative play).
- Ensuring the outside and inside areas are left tidy for school session.
- Reporting any accidents and incidents that occur during breakfast and lunchtime to the Supervisor and class teacher, in line with school policies and procedures.
- Being watchful of any potentially hazardous situations e.g. slippery floors etc. and reporting concerns to the Supervisor.

General requirements

- Attending and participating in training and development courses as required.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local authority.

Professional Values and Practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

All staff in school should ensure that any holidays are taken during school holidays.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trusts Health and safety rules and regulations and with Health and Safety legislation.

Name of Author: C Smith

Date: July 2018

Head Teacher signature:

Date:

Staff signature:

Date:

PERSON SPECIFICATION

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	<u>Minimum Essential Requirements</u>	<u>Method of Assessment</u>
1	<u>Work related knowledge</u>	
	Good communication skills with adults and children	Application form / Interview
	Able to work as part of a team	Application form / interview
2	<u>Experience/Education/Training</u>	
	Experience of working with children ages 3 – 7 years, either formally or informally within a school environment.	Application form / interview
3	<u>Other Requirements</u>	
	A commitment to undertake further training.	Interview
	A commitment to equal opportunities.	Application form
	Excellent, firm relationships with children.	Reference