

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE** | BREAKFAST CLUB ASSISTANT |
| **EMPLOYER** | UNIVERSITY OF BRIGHTON ACADEMIES TRUST |
| **LOCATION (Academy)** | ROBSACK WOOD PRIMARY ACADEMY |
| **RESPONSIBLE TO** | EXECUTIVE PRINCIPAL |
| **MAIN PURPOSE OF THE JOB** | TO ASSIST CLASS TEACHERS TO PROVIDE A HIGH STANDARD OF CARE AND EDUCATION TO ALL PUPILS |
| **MAIN TASKS / KEY RESPONSIBILITIES** |
| **1** | To plan, prepare and participate in a range of activities that promote each child’s physical, intellectual and emotional needs to enable each child to progress in their learning. To supervise pupils as instructed.  |
| **2** | To implement activities for all children and for key groups which encourage linguistic and social interaction between the children and their parents/carers. |
| **3** | To support class teachers, and other practitioners when required, in the implementation and evaluation of children’s learning and progress |
| **4** | To complete regular marking to track, assess and monitor children’s progress and to plan for next steps in learning, alongside the class teacher.  |
| **5** | To attend parent’s evenings/open days/academy events as required. This may include out of hours educational visits, summer fairs etc.  |
| **6** | To help pupils acquire independent learning and self-care skills |
| **7** | To attend all staff briefing and CPD opportunities, including INSET days, and any other meetings as appropriate |
| **8** | To help ensure that the Academy meets health and safety plus hygiene requirements and to report any issues to a senior member of staff.  |
| **9** | To be aware of and comply with the Child Protection Policy, Confidentiality Procedures, Safeguarding Procedures and all other policies |
| **10** | To keep up to date with developments in education through regular training as appropriate. |
| **11** | To maintain records and documentation that comply with statutory requirements, and to support class teachers with the completion of such documents. |
| **12** | To ensure that everyone is treated as individuals with respect and full consideration, in line with the Equal Opportunities Policy.  |
| **13** | To take responsibly for a key area within the Academy and to support the displays ensuring the environment is high quality for children.  |
| **14** | To uphold effective behaviour management strategies, in line with the Academy policy.  |
| **15** | To establish positive, professional relationships with pupils, based on mutual respect.  |
| **16** | To undertake playground supervision when required.  |
| This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate. |
| There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder. |
| **Date: 26.06.2018** |
| **Additional Information** |
| * This post is subject to an Enhanced Criminal Record Check
 |
| * This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.
 |
| **University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.** |