



Recruitment Pack

Half Acres Primary Academy
Breakfast Club Assistant





We are currently a Trust of nine primary academies and are supporting other local primary schools as they look towards joining the Trust. We envisage our family growing over the next academic year. The focus of our Trust is to work with primary schools across the Wakefield District. Our VISION is to develop a community of schools working together to achieve excellent outcomes for all.

Since our establishment in 2016, the Trust has come a long way. Five of our nine schools have been inspected by OFSTED following conversion and the outcomes of each inspection have been positive, each report has highlighted strong and positive support from the Trust.

Our aim is to support schools through collaboration. We will ensure that our academies are able to provide an excellent education for children, families and community they serve. We believe in freeing teacher and leaders from bureaucracy to concentrate on providing they very best teaching, learning support and development that every child deserves.

We aim to deliver continuously improving educational opportunities and exciting educational experiences to all our pupils to share with their communities.

I wish you well with your application and look forward to hearing from you.

Sue Vickerman

CEO

The journey we have been on over the last 12 months serves to illustrate how we are making INSPIRE a very forward thinking and innovative Trust. Please read our **Annual IMPACT Report** available on the home page of our website: www.ipmat.co.uk.

We wish to grow our Trust and believe we have a compelling offer for others to join. Please look at our Trust Prospectus which is also available on the home page of our website: www.ipmat.co.uk.



Our Trust is made up of nine primary academies, all within the Wakefield District.



At Inspire Partnership Multi-Academy Trust, our values are central to all we do:

Respect

Where respect is the foundation of each school community, built upon professionalism, appreciation for diversity and embracing individuality.

Recognition

Where all individuals are recognised for their dedication and commitment leading to shared success for all.

Responsibility

Where responsibility, trust and openness underpin all we do. Forming a shared responsibility for professional collaboration and individual accountability, we make a difference to the children in the communities in which we serve.

Resilience

Where all individuals are resilient: striving for excellence, embracing challenge and collaborating with confidence and courage.



Job Description

Post Title:

Breakfast Club Assistant

Grade:

Grade 2 – SCP 2

Reporting to:

Headteacher

Purpose of Job:

- Provide general support in supervising pupils at the Breakfast Club.
- Duties to include caring and playing with groups of children, as well as providing a light snack.
- Enthusiasm and commitment is a key factor to provide a relaxed family feel after school environment.

Requirement for the post

	Essential	Desirable
Qualifications /Training		<ul style="list-style-type: none"> • Food Hygiene or willingness to work towards • First Aid or willingness to work towards • NVQ2 childcare qualification
Knowledge	<ul style="list-style-type: none"> • Knowledge of Healthy eating 	<ul style="list-style-type: none"> • Childcare Supervision • Relevant knowledge of First Aid
Experience		<ul style="list-style-type: none"> • Caring/taking charge of groups of children
Physical Skills	<ul style="list-style-type: none"> • Be physical able participate in play and active-based learning • Accurate record keeping where applicable 	
Competencies and other skills required	<ul style="list-style-type: none"> • Ability to work on own initiative and as part of a team • Confidentiality must be respected at all times • To be a positive role model and show a caring and understanding approach to children 	

Specific Duties & Responsibilities

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

The responsibilities of the After School Club Assistant are as follows:

- Greet children on arrival at club, provide and supervise play.
- Prepare food as required.
- Follow Risk Assessments guidelines.
- Follow Food Hygiene guidelines.
- Supervision of pupils, ensuring their safety.
- Report to the Headteacher any pupil problems or behavioural difficulties in accordance with school policy and work at all times within safeguarding guidelines.
- Deal with incidents in accordance with agreed breakfast club policy strategies; encourage pupils to take responsibility for their own behaviour.
- Liaise with parents.
- Assist younger children to cut up food.
- Report all accidents to the Headteacher and complete form for parent.
- Ensure that any person on the premises is authorised to be there

People and Budget:

None

Physical Resources:

Report any faults in equipment and resources to the Headteacher

Customers and Clients:

To supervise and ensure the health and safety of children at all times

Working Conditions:

- The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying.
- The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holders.

Employment checks required of this post:

- Evidence of entitlement to work in the UK
 - Two satisfactory references
 - An Enhanced DBS Certificate
- Confirmation of medical fitness for employment