

Job Description

Directorate:	Wellbeing, Care & Learning
Post Title	Breakfast Club/After School Club Leader AA703 Grade: N4
Responsible to	Head Teacher
Responsible for	Breakfast Club/After School Club Assistant

Job Purpose Ensure the effective operation of the After School Club overseeing all aspects of the facility's operation on a day-to-day basis.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Advise, support and assist the Head Teacher in the development of an effective programme of activities ensuring appropriate equipment, facilities and services are available.
- 2 Supervise the work of the Breakfast/After School Club Assistant(s).
- 3 Undertake activities with pupils that promote the development of intellectual, moral, spiritual and social skills.
- 4 Respond to the practical needs of children where there is an identified special educational need.
- 5 Provide general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
- 6 Assist in the control of income and expenditure for the Breakfast/After School Club ensuring relevant records are maintained.
- 7 To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- 8 Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with
- 9 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures