



Dorking Nursery School and Children's Centre

JOB DESCRIPTION

Title	Breakfast Club Leader
Date	September 2016
Location	Dorking Nursery School, West Street Site
Accountable to	Headteacher/designated members of the Senior Leadership Team
Job Purpose	To lead and manage all aspects of the Breakfast Club on a day to day basis providing a welcoming, nurturing and supportive environment to meet the children's individual needs

Main Responsibilities

To:

- be prepared to work flexibly when possible to ensure the smooth running of the Club and Centre
- be responsible for keeping up to date with and adhering to all relevant policies, procedures and multi-agency working protocols related to the post, including a responsibility to promote and safeguard the welfare of children in line with the centre's Safeguarding and Child Protection Policy
- participate in the ongoing cycle of support and appraisal for your own professional development
- attend training to keep up to date with best practice and support continuous professional development, where relevant
- attend meetings as required regarding Breakfast Club in additional to stated hours
- implement the Early Years Foundation Stage and to keep abreast of current developments in Early Years practice
- lead the planning and preparation of the environment and a range of activities in which the children's interests are maximised
- lead and manage 2 Breakfast Club assistants on a daily basis, feeding into their annual appraisal cycle or leading the appraisal where necessary
- support individual children or small groups
- work in all areas of the club and outdoors and take responsibility for the supervision and welfare of the children
- be involved in the setting up and preparation of food and supervise/support children during meal times
- be responsible for the record keeping and paperwork required in the daily running of the club
- develop the children's learning through a variety of strategies which include teaching, role modelling, support and encouragement
- establish good relationships with each child and their family in the Breakfast Club
- liaise closely with other members of the team to exchange information about children
- supervise children during throughout the session as directed by and report any information as appropriate

PERSON SPECIFICATION - Breakfast Club Leader

Education, training and work qualifications		Method of Assessment
Essential <ul style="list-style-type: none"> • Experience of working with young children • NVQ3 or equivalent professional qualification in early years education • Recent Paediatric First Aid and Food Hygiene qualifications • Up to date Child Protection training 	Desirable	Certificates
Knowledge		
Essential <ul style="list-style-type: none"> • Knowledge and understanding of the educational, developmental and health needs of children under six 	Desirable <ul style="list-style-type: none"> • Knowledge of the Early Years Foundation Stage 	Application Interview tasks
Skills and abilities		
Essential <ul style="list-style-type: none"> • Good verbal and non-verbal communication • Ability to take initiative • Good interpersonal skills combined with ability to work effectively with a team • Ability to empathise with children 	Desirable	Application Interview tasks
Relevant Experience		
Essential <ul style="list-style-type: none"> • Experience of working with children and families • Experience of leading sessions within the EYFS environment and directing colleagues 	Desirable	Application Interview tasks

Dorking Nursery School and Children's Centre are committed to safeguarding and promoting the welfare of children, young people, families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced Criminal Records Bureau disclosure.

