

**JOB DESCRIPTION**

Job Title: Breakfast Club/LSA Assistant	Section/Location: Breakfast Club/LSA
<b>Jennett's Park CE Primary</b>	Grade/Salary Range: Bracknell Forest Grade J
	Working Pattern: 07:00 – 14:15

As a Breakfast Club Assistant, you will actively and enthusiastically assist the Breakfast Club Manager in the safe and organised running of the Breakfast Club.

Following direction from the Breakfast Club Manager, you will assist in the delivery of the scheduled programme of activities, whilst providing a safe and secure environment for the children in your care. Enabling them to explore, grow and have FUN!

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan

**DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE**

Works under the direction of Breakfast Club Manager

**MAIN DUTIES AND RESPONSIBILITIES**

**Breakfast Club**

- Actively and enthusiastically assist the Breakfast Club Manager in the safe and organised running of the Breakfast Club at Jennett's Park School
- Assist in the preparation, serving and tidying away of 'snack time'.
- Actively develop a thorough understanding of relevant Ofsted standards & Jennett's Park internal policies & procedures, including safeguarding
- Ensure all activity areas are left clean and tidy at the end of each day.
- Have awareness of, and maintain sensitivity for, any children with additional needs (Physical, Behaviour, Dietary)

**LSA**

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.
- Assist in the development of individual development plans for pupils (such as Individual educational

plans)

- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Invigilate exams and tests
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support children's learning through play
- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Monitor and manage stock and supplies for the classroom.
- Actively support the school's equal opportunity policies and ensure that all pupils have an equal access to opportunities to learn and develop.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required.
- Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
- Undertake any other similar duties as required.

#### **SCOPE OF JOB (Budgetary/Resource Control, Impact)**

No supervisory responsibility.

Under direction the postholder will be responsible for the management of classroom resources the replenishment of materials, setting up of the classroom and ensuring the safety of the teaching environment.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

**Jennett's Park  
PERSON SPECIFICATION**

Job Title: Breakfast Club Assistant	Section/Location: Breakfast Club wraparound care
<b>Jennett's Park CE Primary</b>	Grade/Salary Range: Bracknell Forest Grade J

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	Numeracy and literacy skills	
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Experience of working with or caring for children of relevant age.</p> <p>Ability to cope with personal hygiene needs and respond sensitively to pupils needs.</p> <p>Ability to work constructively as part of a team.</p> <p>Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils.</p>	<p>Ability to use basic technology and IT</p> <p>Knowledge of basic first aid.</p>
<b>Work-related Personal Requirements</b>	<p>Adaptable and flexible</p> <p>'Can do' approach</p> <p>Sense of humour</p> <p>A love of children and a passion for their learning</p> <p>Committed to equality of opportunity</p>	
<b>Other Work Requirements</b>	<p>Suitability to work with children.</p> <p>Sympathetic to our Church School ethos and values</p> <p>Able to identify own training needs and actively seek learning opportunities and participate in training and development activities.</p>	Participate in training and development activities

**BRACKNELL FOREST COUNCIL  
PERSON SPECIFICATION**

Job Title: Teaching Assistant Level 2	Section:
School: Jennett's Park CE Primary School	Grade/Salary Range: Grade J

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>Good literacy/numeracy skills</p> <p>NVQ2 in teaching assistance or equivalent qualifications or experience</p> <p>First aid training</p>	
Competence Summary (Knowledge, abilities, skills, experience)	Experience of working with or caring for children in a learning environment	

	<p>Knowledge and understanding of child development, learning, the national curriculum and other basic learning programmes.</p> <p>Knowledge of relevant policies and legislation.</p> <p>Able to deal with personal/hygiene needs of children and respond sensitively to pupils needs.</p> <p>Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance.</p> <p>Able to prepare and display necessary teaching/learning resources and materials.</p> <p>Able to use ICT to support learning and complete school administrative tasks.</p> <p>Able to relate to and communicate well with children and adults, motivate pupils to learn and respond sensitively and flexibly to children's competing demands</p> <p>Ability to undertake general administrative tasks</p>	
Work-related Personal Requirements	Committed to equality of opportunity	
Other Work Requirements	<p>Able to identify own training needs and actively seek learning opportunities and participate in training and development activities.</p> <p>Suitability to work with children.</p>	