

Job Description

Directorate:	Wellbeing, Care & Learning	
Post Title	Breakfast Club/After School Club Deputy Leader A4897	
Evaluation	426 Points	Grade: N4
Responsible to	Head Teacher	
Responsible for	Breakfast Club/After School Club Assistant	
Job Purpose	Ensure the effective operation of the Breakfast Club/After School Club/Holiday Club provision overseeing all aspects of the facility's operation on a day-to-day basis under the direction of the Breakfast Club/After School Club/Holiday Club Leader.	
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	Assist the Breakfast Club/After School Club/Holiday Club	
2	Leader to advise, support and assist the Head Teacher in the development of an effective programme of activities ensuring appropriate equipment, facilities and services are available.	
3	Under the direction of the Breakfast Club/After School Club/Holiday Club Leader. Supervise the work of the Breakfast/After School Club Assistant(s).	
4	Undertake activities with pupils that promote the development of intellectual, moral, spiritual and social skills.	
5	Respond to the practical needs of children where there is an identified special educational need.	
6	Provide general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.	
7	Under the direction of the Breakfast Club/After School Club/Holiday Club Leader. Assist in the control of income and expenditure for the Breakfast/After School Club ensuring relevant records are maintained.	

- 8 Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 10 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with as a named Designated Safeguarding Lead.

January 2007

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