

Job Description

Breakfast Club Assistant



The Stour Academy Trust

Our Vision



The Stour Academy Trust recognises that our education system needs to quickly and more radically shift to close equity gaps and to better prepare our young people for the 21st century. We are transforming our schools from passive forms of learning focused on direct instruction and memorisation, by moving towards interactive methods that promote the critical and individual thinking needed in today's innovation-driven economy.

Our pedagogical model combined with the intentional deployment of technology will help us deliver personalised learning in an enabling environment. Technology will accelerate our progress but will not be the driver of our vision.

We aim to nurture a community of learners that challenge thinking, where our staff are empowered to take risks and develop their practice to meet the needs of an evolving school system, which is not held back by traditional restrictions and ideologies.

By limiting routine or unnecessary tasks we allow professionals to focus on learning behaviours and interactions which will promote emotional intelligence and the development of children as life-long, curious learners.

There will be no barriers to achievement within our learning community and our teachers will build strong relationships that facilitate the learning of others.

Collaboration will open doors, minds and possibilities and enable individuals to meet their personal goals.

Breakfast Club Assistant

Main Purpose of the Role

To provide a safe, welcoming and well-organised before-school provision that supports pupils' wellbeing, readiness to learn and the school's pastoral and safeguarding priorities. The Breakfast Club Assistant will support children's social and emotional development, promote good behaviour and deliver routine tasks that ensure the club runs efficiently and in line with Stour Academy Trust's vision and values.

Key Responsibilities and Duties

- Supervise and ensure the safety and welfare of pupils attending the breakfast club at all times, following the school's safeguarding procedures and reporting concerns immediately to the DSL.
- Set up and clear away the breakfast club environment each morning (tables, chairs, food service and activity areas), maintaining a clean, safe and welcoming space.
- Prepare and serve breakfast items safely, following dietary requirements, medical plans and food-safety guidance.
- Register pupils on arrival, maintain accurate attendance records and pass relevant information to the office/attendance lead and class teachers.
- Support pupils' positive behaviour and transitions into the school day, modelling routines and the school's behaviour expectations.
- Plan and supervise age-appropriate activities (quiet reading, games, creative tasks, active play) that promote social skills and readiness to learn.
- Administer or record medication or first-aid given during the session in line with school procedures and escalate health or safeguarding concerns.
- Communicate professionally and courteously with parents/carers at drop-off, passing on brief, relevant information to staff.
- Report and log health & safety, maintenance or safeguarding issues promptly and follow school reporting protocols.
- Work collaboratively with school staff, volunteers and senior leaders; attend required briefings and training (safeguarding, food hygiene, first aid).

Skills and Competencies

- Experience of working with primary-aged pupils (paid or voluntary) and the ability to supervise groups reliably.
- Strong interpersonal skills: warm, patient, calm, with clear spoken communication for pupils and parents.
- Basic food-handling awareness and the ability to follow dietary and medical requirements accurately.
- Good organisational skills and attention to detail for record keeping (attendance, incidents, medication).
- Practical approach to setting up/clearing areas, working to hygiene and health & safety expectations.
- Ability to manage behaviour positively, apply school routines consistently and de-escalate minor incidents.
- Teamwork and adaptability: able to follow direction from senior staff and cooperate with colleagues and volunteers.

Professional Development

- The Stour Academy Trust is committed to supporting the professional growth and development of all staff. The role offers opportunities for continuous learning, including:
- Participation in relevant training and development programmes to enhance expertise in education for all and inclusive practises.

Safeguarding

The role has a strong focus on safeguarding and promoting the welfare of children.

Key responsibilities include:

- Working in line with the school's safeguarding and child protection policies, as well as relevant statutory guidance (e.g., Keeping Children Safe in Education, Prevent)
- Collaborating with the Designated Safeguarding Lead (DSL) to ensure the best interests of pupils, including sharing concerns where necessary.
- Promoting the safeguarding of all pupils in the school, with a particular emphasis on vulnerable pupils.
- Maintaining a thorough understanding of safeguarding procedures and reporting any concerns promptly to the appropriate authorities.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

