



**Person Specification
Breakfast Club Leader Role**

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Experience of effectively and proactively working with, and supporting, children
2	Able to communicate effectively verbally and in writing with children, young people, colleagues and parents/carers.
3	Able to establish positive relationships with pupils.
4	Able to consistently and effectively implement agreed behaviour management strategies.
5	Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, emphasising with these.
6	Able to work within and apply all relevant club and school policies.
7	Ability to manage a team as well as be able to work collaboratively as part of a team. This will include leading by example, having high expectations of others and holding staff to account.
8	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • attitude to use of authority and maintaining discipline. • able to work in partnership with other agencies
9	GCSE in English and Maths (or equivalent) qualification and relevant childcare qualification e.g. CACHE Level 3 (or equivalent).
10	Able to undertake relevant training as required
11	Word processing and IT skills to oversee the running of the Breakfast Club including but not restricted to: <ul style="list-style-type: none"> • Staffing • Booking and confirmation of spaces • Weekly/daily lists of children • Invoices and payments • Ordering and purchasing of breakfast food and drinks ensuring a healthy start to the day • Overseeing the planning of activities and resources for the children

Desirable

12	Experience of supporting children in a similar environment
13	Paediatric First Aid Training First Aid Training or willingness to obtain certificate within 3 months
14	Food hygiene qualification

Part B: Assessment Stage

Items 1, 2, and 3 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Have positive, inclusive values, attitudes and high expectations for all pupils.
2	Able to use language and other communication skills that children can understand and relate to.
3	Able to establish positive relationships with pupils, parents and staff.
4	Able to consistently and effectively implement agreed behaviour management strategies.
5	Able to provide levels of individual attention, reassurance and help with tasks as appropriate to pupils' needs, empathising with these.
6	Able to work within and apply all relevant club and school policies.
7	Able to supervise groups of pupils and to plan suitable activities and engage the pupils with these.
8	Able to carry out and report on systematic observations of pupils' knowledge, understanding and skills.
9	Able to lead a team and to work effectively as part of a team.
10	Committed to achieving further professional development
11	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none">• motivation to work with children and young people• ability to form and maintain appropriate relationships and personal boundaries with children and young people• emotional resilience in working with challenging behaviours• attitude to use of authority and maintaining discipline.• able to work in partnership with other agencies
12	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

13	Knowledge of pupils with additional needs
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	No	Structured discussion with pupils	No
Other (specify)	No	Other (specify)	No

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Disclosure and Barring Service Check
2	Additional criminal record checks if applicant has lived outside the UK
3	DBS Barred List Check
3	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)
6	Right to work check and any other statutory check required by an educational establishment