



**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"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• attitude to use of authority and maintaining discipline.</li> <li>• able to work in partnership with other agencies</li> </ul>
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"> <li>• Staffing</li> <li>• Booking and confirmation of spaces</li> <li>• Weekly/daily lists of children</li> <li>• Invoices and payments</li> <li>• Ordering and purchasing of breakfast food and drinks ensuring a healthy start to the day</li> <li>• Overseeing the planning of activities and resources for the children</li> </ul>

### 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 <b>all</b> 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"><li>• motivation to work with children and young people</li><li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• emotional resilience in working with challenging behaviours</li><li>• attitude to use of authority and maintaining discipline.</li><li>• able to work in partnership with other agencies</li></ul>
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