Brington C of E Primary School
Breakfast Club Play Leader - Job description

Brington C of E Primary School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

Job Title: Breakfast Club Play Leader.

Start Date: Tuesday 5th January 2027

School/Service: Cambridgeshire County Council

Reports to: Headteacher Brington C of E Primary School

Grade: NJC Payscale 2025, Spinal Column Point 2

Location: Brington, Cambridgeshire

Hours: Monday, Tuesday, Thursday, -Friday 7:30am-8:30am, term time only

Job Purpose:

Facilitate the active participation in Breakfast Club.

Principal Accountabilities:

1. Support for children

- Lead the planning and delivery of a wide range of age-appropriate, engaging activities that promote creativity, physical development and social skills.
- Establish and maintain supportive relationships with the children and parents/carers.
- Provide support to children with significant care needs, or where English is not their first language.
- Encourage and promote inclusion in the setting, ensuring all pupils feel involved with activities.

- Maintain good order and discipline among children in accordance with the School behaviour policy.
- Supervise and ensure safe handover of children at the beginning and end of sessions, including maintaining accurate attendance records.
- Assist in the preparation, serving and clearing away of after-school snacks, in accordance with hygiene and food safety standards.
- Promote healthy eating and encourage children to make positive food choices.
- Provide first aid care as needed, in line with school policies and training received.
- Record and report all incidents in accordance with school procedures.
- Monitor children's wellbeing and respond appropriately to accidents or signs of illness.

2. Management

- Work closely with the Care Leader to direct and support staff assigned to the wraparound care provision, ensuring clear communication and a consistent approach.
- Support the Care Leader in deploying resources effectively, in line with School policies and agreed priorities.
- Demonstrate flexibility and adaptability alongside the Care Leader to meet the changing needs of the provision, including covering additional duties where required.
- Assist the Care Leader in holding short staff briefings to communicate daily plans, roles, and any key updates or concerns.
- Work in partnership with the Care Leader to implement and model positive behaviour strategies in line with the school's behaviour policy, including conflict resolution and restorative approaches.
- Support the Care Leader in monitoring the effectiveness of activities and overall provision, contributing ideas and feedback to ensure activities meet children's interests and needs.

3. Support for the school

- Contribute to the development, implementation and evaluation of the School's policies, practices and procedures in such a way as to support the School's values and visions.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Contribute to the maintenance of a safe and healthy environment.
- Participate in professional development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

It is the duty of the post holder to develop personally and professionally through reflection on their own practice and private study, keeping abreast of new initiatives and participating in appropriate in-service programmes

Please note:
This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.