



# PASSMORES COOPERATIVE LEARNING COMMUNITY

## Job Description

**Position: Breakfast Club Assistant**

**Line Manager: Rachel Thomson -Deputy Headteacher at Purford Green**

**Performance Management Reviewer: Rachel Thomson**

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### Overall Administration

- Comply with health and safety procedures for handling food in a hygienic manner
- Supervise children and engage in different activities alongside them
- Plan and prepare activities for the children to engage which link to different yearly events
- Demonstrate the Purford Green school values and model these to children
- Ensure children are safe and risks are minimised by adhering to risk assessments and safety practices

### Whole School

- To Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

### Well Being and Mental Health

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organisations (eg Mind) which have been proven to improve and sustain positive mental health and wellbeing for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their wellbeing and development
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others
- Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need

In addition to the above areas, the postholder is responsible for the following actions:

**Liaising with:** Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

### **Health and Safety**

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

### **Pastoral System**

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

### **Other specific duties**

1. To play an active part in the life of the school community

***The job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and the job title***

**Vic Goddard  
CEO  
November 2020**