

Job description for the post of: Breakfast/After School Club Practitioner

Salary Range: £12.21 per hour. This is a temporary position for twelve months, linked to DfE Grant funding, but may become permanent. The role involves working 17.5 hours per week, Monday to Friday, during school term only (38 weeks). The hours are 7:15am to 9:00am and 3:00pm to 5:45pm. The successful applicant will be required to work both the Breakfast and After School Sessions.

Responsible to: Directors of AtC Superheroes Ltd

Supervision / Line Management Responsibilities of the post

- NIL

Role Purpose:

AtC Superheroes Limited, a trading subsidiary of Achievement through Collaboration Trust, is dedicated to sustained engagement and involvement with the local community. This commitment reflects our wider responsibility to deliver academic excellence. As a Trust of strong schools across Blackpool, Blackburn, Wigan, and Lancashire, Achievement through Collaboration (AtC) champions the values of Achieve, Belong, and Collaborate.

- Our mission is to ensure that every child attending the club develops as a confident and competent individual, fostering their highest aspirations to be the best they possibly can be.
- Promote the Breakfast/After School Club, School, and Trust by celebrating successes and positive experiences at every opportunity.
- Actively support and implement the Trust's corporate policies relating to safeguarding, equality and diversity, inclusion, and health, safety, and well-being within the club environment.

Role Overview:

AtC Superheroes Limited is seeking to recruit self-motivated, pro-active individuals with good communication skills and a flexible, enthusiastic and reliable attitude to be responsible for the smooth delivery of Breakfast and After School club services for up to 20/30 pupils.

Main Responsibilities

- To provide support and a safe and secure environment for all children including those with additional requirements.
- To take all steps necessary in order to ensure the safety and well-being of the children and members of staff for whom you are responsible.
- In collaboration with colleagues, to plan and provide a high quality, safe plan and care environment for children during club hours.
- Arrange for the preparation and provision of healthy snacks/breakfast to children who attend the club having due regard to appropriate Health & Hygiene and Health and Safety regulations.
- To meet legal requirements of the EYFS framework and the requirements of the Childcare Register. • In collaboration with the Headteacher and Trust, prepare, implement and review a range of policies as they apply to the club and as legally required.
- To ensure that all colleagues, children and parents are fully informed with regard to all policies and their implementation.
- To establish good working relationships with the parents of children who attend the club.

- To direct, supervise and monitor the work carried out by the members of staff for whom you are responsible.
- To carry out day to day administration, record keeping, ordering and purchase of materials and equipment and stock control.
- To work closely with members of the school's staff in order to achieve a smooth transition between school and the club activities and to ensure that a common ethos is established and promoted between school and club.
- To take responsibility for appropriate parts of the school's premises during club activities and work closely with the school's caretaker.
- To promote the club at school events for example during 'new intake parents' meetings
- To ensure that high quality promotional materials and administration documents are available to school staff at all times.
- To carry out risk assessments for the environment, any relevant activities and any trips and visits off site.
- To promote the club in the local community.
- To carry out all of the above duties with full regard of and commitment to equal opportunities for all children.
- To work flexibly including early mornings, afternoons and evenings

Core Competencies

- Achieve: ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate.
- Belong: ability to foster good working relationships with stakeholders at all levels. Ability to motivate pupils, students and colleagues through common purpose and shared values.
- Collaborate: ability to lead by example, setting high standards for self and others. Commitment to the pursuit of Continuous Professional Development of oneself and others.

Trustwide Responsibilities

- Promote the Trust's values and act with respect and integrity; to serve our schools and communities seriously, collaborating with each other so that all achievement is recognised and everyone can thrive.
- Champion the Trust's core values of Achieve, Belong, and Collaborate in day to day work.
- Contribute to the wider life and community of the Trust, supporting shared initiatives and collective goals.
- Maintain confidentiality, professionalism, and integrity in all interactions.
- Undertake any other reasonable duties in line with the role and Trust requirements.

Safeguarding & Child Protection. All staff must:

- Commit to safeguarding and promoting the welfare of children and young people.
- Understand and adhere to the Trust's safeguarding policies and procedures.
- Participate in relevant training and report any concerns promptly.

Health and safety

- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Other responsibilities all employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Ensure that records are managed appropriately and that data is secured.
- Participate in training and other learning activities as required
- Participate in the trust/school Appraisal and Development Processes
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the trust/school/academy at events as appropriate
- To support and promote the trust/school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

| | | | |
|---------------------|--------------|--------------|-------------------|
| Prepared by: | Craig Holden | Date: | 07th October 2025 |
|---------------------|--------------|--------------|-------------------|

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity and providing safe and respectful workplaces and staff will conduct themselves professionally and respectfully at all times. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics. Any form of harassment, including sexual harassment, will not be tolerated, and anyone who engages in such behaviour will be dealt with in line with the Trust's Disciplinary Procedure.

Achievement through Collaboration Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.

All post holders must comply with Achievement through Collaboration Trust's professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder. Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.

| Person Specification for the post of: Breakfast/After School Club Practitioner | Essential | Desirable | Assessed by |
|--|-----------|-----------|-------------|
| Qualifications and Experience | | | |
| Holder of Level 2 childcare qualification | Y | | A I |
| Holder of willing to achieve a First Aid and/or Paediatric First Aid qualification | Y | | A I |
| Willing to work towards an NVQ Level 3, BTEC Level 3 or equivalent in Playwork. | | Y | I |
| Experience | | | |
| Experience of working with children and young people in an assistant/supervisor position | Y | | A I |
| Knowledge and Skills | | | |
| Understanding of child development and the importance of play | Y | | A I |
| Ability to provide and facilitate a range of appropriate and creative play and care activities in a safe and stimulating environment | Y | | A I |
| Ability to respond to and meet children's individual needs | Y | | A I |
| Ability to build positive relationships and communicate with children and adults | Y | | A I |
| Understand current legislation and quality practice with regard to Out of School Care Clubs | Y | | A I |
| Awareness of safeguarding principles and safe working practices | Y | | A I |
| Ability to respond calmly to challenging situations | Y | | A I |
| Ability to produce and present reports (written and oral) to a variety of audiences for a variety of purposes | Y | | A I |
| Understanding of and the ability to work with children with behavioural difficulties, SEN/disabilities | Y | | A I |

| | | | |
|---|---|--|-------|
| Knowledge of EYFS, undertaking observations and liaising with reception class teachers | Y | | A I |
| Understanding of/ability to meet the needs of a multi-cultural community | Y | | A I |
| Ability to recognise when pupils are in danger of risk or harm and know what actions to take to protect them, in accordance with school procedures | Y | | A I |
| Demonstration of AtC values of Achieve, Belong Collaborate | | | |
| Achieve: ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate. | Y | | I |
| Belong: ability to foster good working relationships with stakeholders at all levels. Ability to motivate pupils, students and colleagues through common purpose and shared values | Y | | I |
| Collaborate: ability to lead by example, setting high standards for self and others. Commitment to the pursuit of Continuous Professional Development of oneself and others | Y | | I |
| Safeguarding: Demonstrates a clear commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and is willing to undergo appropriate checks and training as required. | Y | | A,I,T |
| Equality, Diversity & Inclusion: Committed to actively promoting and embedding principles of equality, diversity, and inclusion. | Y | | A,I,T |
| Health & Safety: Understands and upholds responsibilities relating to health and safety, ensuring a safe working and learning environment for all. | Y | | A,I,T |

A = Application

I = Interview

T = Task