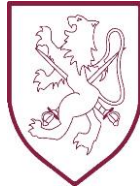


**Job Description for
RISE & SHINE CLUB
ASSISTANT**



Walter Infant School and Nursery

Murray Road, Wokingham RG41 2TA
01189780825

admin@walter.wokingham.sch.uk

To be the best I can be!

Mission Statement

Walter Infant School is an equitable, safe, secure and happy place to learn; our children grow as individuals in a stimulating and exciting environment which values respect, kindness, honesty, empathy and resilience.

JOB PURPOSE

To support the leader with the Day to Day running of our breakfast club: RISE AND SHINE CLUB

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Working under the direction of the Rise and Shine Lead, the Deputy Head Teacher or Headteacher this post will be not be subject to performance management.

MAIN DUTIES AND RESPONSIBILITIES

- To help to provide a secure, safe, welcoming and stimulating environment for the children
- To support children with an appropriate level of supervision while the children eat their packed breakfasts/snacks
- Set up the club, including ensuring the tables are clean and that there is a designated table for eating
- To plan and rotate which toys, games, books and art activities are set out to meet the interests and needs of the children
- To get to know the children through talking, listening and playing alongside them
- Encourage high levels of pro social behaviour and deal with inappropriate behaviour within the school's policy and ethos
- To inform the school's DSL of any concerns regarding children, parents or staff, preserving confidentiality as necessary, to ensure the safety of the children

To comply with the school's policies and procedures with specific reference to:

- Anti Bullying and Equality Policy
- Behaviour Policy
- Code of Conduct
- Health and Safety Policy
- Keeping Children Safe in Education
- Safeguarding and Child Protection Policy

Support for the School

- 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

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required including participation in relevant INSET activities
- Staff have a responsibility to Safeguard and promote the welfare of pupils and must demonstrate a commitment to inter-agency working
- Uphold the school's Code of Conduct and Personal Behaviour Policy

SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST

**Enhanced level of DBS check is required for this post.
Level 1 H&S Responsibilities are applicable to this post (training will be given)
Level 2 Safeguarding Responsibilities are applicable to this post (training will be given)**

Signed

Date