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SECTION: SPECIAL SCHOOLS MODEL – ACTIVITY SUPPORT



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JOB TITLE: ACTIVITY SUPPORT OFFICER 5



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GRADE: 5, (SCP 5 – 6)



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PURPOSE OF JOB



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Working as part of a team including teachers and other support staff to support the learning



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and welfare of pupils/students with additional needs. To assist in the organising and



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supporting of appropriate play activities



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To assist in securing the health, safety, welfare and good conduct of pupils. To support



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activities and good behaviour including encouraging their independence.



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KEY AREAS



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1. Supervision and Care of Pupils/Students on School Premises



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2. Promoting Positive Behaviour



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3. Promoting Personal and Social Skills



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4. Appropriate Communication



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5. Use of Supporting Equipment



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6. General



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DUTIES AND RESPONSIBILITIES



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1. Supervision and Care of pupils on school premises



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1.1 To supervise areas, both indoors and outdoors, where students/pupils



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congregate, maintaining Health & Safety practices.



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1.2 Taking account of relevant practices and procedures, to supervise and monitor



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activity areas, corridors, toilets, classrooms etc as required.



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1.3 To supervise students/pupils eating their meal on school premises, in specified



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areas set aside for dining purposes which includes issues such as dealing with



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spillages.



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1.5 To provide all aspects of personal care to students/pupils, ensuring this is



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carried out to a high standard, as per school guidance and direction. i.e.



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toileting, dressing, sickness, intimate care issues, as appropriate.



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1.6 Where required, to assist in the bringing food to, and with the general feeding



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and gastrostomy feeding of students/pupils.



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1.7 Ensuring students/pupils retain individuality, personal dignity and encouraging



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independence and self esteem.



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1.8 As required, by the school, to assist under the direction of the schools nurse



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and/or specialist, in medically related issues. e.g. administering medication,



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physiotherapy treatment, occupational therapy, speech and language



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programmes.



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2. Promoting Positive Behaviour



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2.1 To encourage positive behaviour through implementation of school's behaviour



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policies and practice and dealing with incidents as directed.



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2.2 To encourage students/pupils understanding and knowledge of the impact of



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their actions within the remit of Health and Safety.



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2.3 Assist within the parameters of school positive behaviour practices and



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procedures, assist as appropriate to promote the maintenance of Health and



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Safety.



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2.4 To provide information to the Class Teacher recording of incidents or



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occurrences.



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3. Promoting Personal and Social Skills



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3.1 To encourage students/pupils to maintain hygiene standards (eg. washing



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hands after toileting)



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3.2 To encourage students/pupils to leave all areas in a tidy condition.



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3.3 To encourage good relations between students/pupils and adults through



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informal discussion and play situations.



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3.4 As appropriate to organise the distribution and collection of equipment and



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supervise activities where necessary.



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3.5 To be actively involved and encourage pupil/student participation in play



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activities.



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3.6 To encourage and develop social skills such as mutual respect and trust.



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3.7 To be aware of cultural and social factors which may have an effect on the



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supervision of the students/pupils.



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4. Appropriate Communication



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4.1 To report accidents or other occurrences such as child protection issue



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immediately to the designated person



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4.2 As necessary pass on verbal or written information to the designated person



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4.3 To liaise with the other schools staff as appropriate.



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5. Use of Supporting Equipment



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5.1 To ensure the correct and safe use of equipment. i.e. lifts, hoists, mobility



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equipment and medical aids.



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5.2 To provide assistance and advice to staff on the correct use of equipment.



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5.3 To assist with the carrying out of basic routine safety checks of equipment and



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report any fault to the Head Teacher / line Manager



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6. General



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6.1 As part of your wider duties and responsibilities you are required to promote



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and actively support the School's/Local Authority's responsibilities towards



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safeguarding. Safeguarding is about keeping people safe and protecting



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people from harm, neglect, abuse and injury. It is about creating safe places,



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being vigilant and doing something about any concerns you might have. It isn't



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just about the very old and the very young, it is about everyone who may be



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vulnerable.



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Please click [here](#) to read our safeguarding policy.



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Alternatively go to:



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<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>



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6.2 Carry out your duties with due regard to current and future School's/Local



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Authority's policies, procedures and relevant legislation. These will be drawn to



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your attention in your appointment letter, your statement of particulars,



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induction, ongoing performance development and through School



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communications.



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RESPONSIBLE TO: SENIOR ACTIVITY SUPPORT OFFICER



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RESPONSIBLE FOR: NONE



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