Kirklees Council

EMPLOYEE SPECIFICATION

DIRECTORATE: **Children & Young People** **SECTION:** **All Schools Model**

JOB TITLE: **Activity Support Officer (5) (Lunchtime Supervision)** **GRADE:** **5**

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	**RELEVANT EXPERIENCE**	1.1	Previous experience of working with children/young people in a school environment.	Application Form / Selection Process	A
		1.2	Experience of encouraging the development of relationships between children/young people.	Selection Process	
		1.3	Supervisory experience.	Application Form / Selection Process	A
2.	**EDUCATION AND TRAINING ATTAINMENTS**	2.1	First Aid Qualification.	Application Form / Selection Process/ Certificate	B
		2.2	Literacy and numeracy skills in order to write simple reports and perform simple calculations.	Application Form / Selection Process	A
3.	**GENERAL AND SPECIAL KNOWLEDGE**	3.1	Basic Health and Safety Awareness.	Selection Process	
		3.2	Knowledge of and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job.	Selection Process	

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	**SKILLS AND ABILITIES**	4.1	The ability to relate to children/young people from diverse ethnic/social backgrounds.	Application Form / Selection Process	A
		4.2	Verbal communication skills in order to liase with children/young people and other staff members.	Application Form / Selection Process	A
		4.3	The ability to react in a positive manner to difficult situations which may arise amongst children/young people.	Selection Process	
		4.4	Ability to keep problems in perspective and be patient.	Selection Process	
		4.5	Able to read and understand verbal and written instructions.	Application Form/ Selection Process	A
		4.6	Ability to work with children/young people exhibiting behaviour difficulties.	Selection Process	A
5.	**ANY ADDITIONAL FACTORS**	5.1	Physical ability to undertake the duties of the job.	Selection Process	
		5.2	Commitment to ongoing personal training and development.	Selection Process	
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. **Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.**	Application Form/ Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	AS05/SLTS
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	

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SECTION: **ALL SCHOOLS MODEL – ACTIVITY SUPPORT**

JOB TITLE: **ACTIVITY SUPPORT OFFICER 5 (LUNCHTIME SUPERVISION)**

GRADE: **5**

JOB DESCRIPTION

PURPOSE OF JOB

To be responsible, under the direction of the Headteacher, for the supervision of students/pupils on the school site throughout the midday break.

To promote the health, safety, welfare and good conduct of students/pupils. To support activities and good behaviour in accordance with the practices and procedures of the school.

KEY AREAS

1. Supervision of Staff
2. Supervision of Students/Pupils on School Premises
3. Promoting Positive Behaviour
4. Promoting Personal and Social Skills
5. Appropriate Communication
6. General

DUTIES AND RESPONSIBILITIES

1. Supervision of Staff

1.1 To be responsible for organising, co-ordinating and supporting the work of a team of Activity Support Staff.

1.2 To ensure the team receive training necessary to undertake duties in accordance with the practices and procedures of the school.

1.3 To complete all necessary records concerning the employment, payment and training of Activity Support Staff, as required by the LA.

1.4 To consult with the appropriate staff and Activity Support Staff regarding the provision of adequate cover over the lunchtime period i.e. sickness/staff shortage.

1.5 To be responsible for the induction of new Activity Support staff.

1.6 To be involved in the recruitment of Activity Support staff as required.

2. Supervision of Students/Pupils on School Premises

2.1 To be responsible for areas, both indoors and outdoors, where students/pupils congregate during lunchtime, maintaining Health & Safety practices.

2.2 Taking account of relevant practices and procedures, to ensure the supervision and monitoring of activity areas, corridors, toilets, classrooms etc as required.

2.3 To be responsible for supervision of students/pupils eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages.

2.4 To identify and administer First Aid as appropriate.

2.5 To be responsible for supervision of queues waiting to enter specified dining areas.

2.6 To be regularly involved in drawing up, implementing and review of school policies relating to midday break activities *(apply to primary/middle schools only).*

2.7 To liaise with appropriate external agencies to ensure all Activity Support staff get the relevant training in all aspects of midday break activities *(apply to primary/middle schools only).*

2.8 To undertake the personal care of students/pupils including toileting, dressing, sickness, as appropriate.

2.9 Where required, to assist in the bringing food to, and feeding students/pupils unable to feed themselves.

3. Promoting Positive Behaviour

3.1 To implement the school's behaviour policies and practice and dealing with incidents as they occur.

3.2 To encourage students/pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.

3.3 Within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.

3.4 To provide information within the systems and practices of the school for the recording of incidents or occurrences.

JOB DESCRIPTION

4. Promoting Personal and Social Skills

4.1 To encourage students/pupils to maintain hygiene standards (e.g. washing hands after toileting).

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

4.3 To encourage good relations between students/pupils and adults through informal discussion and play situations.

4.4 As appropriate to organise the distribution and collection of lunchtime activities and supervise where necessary *(apply to primary/middle schools only).*

4.5 To be actively involved and encourage lunchtime games *(apply to primary/middle schools only).*

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

4.7 To be aware of cultural and social factors which may have an effect on the supervision of the students/pupils.

5. Appropriate Communication

5.1 To report accidents or other occurrences such as child protection issue immediately to the appropriate school personnel.

5.2 As necessary, pass on verbal or written information to the appropriate school staff.

5.3 To be a point of contact for the kitchen staff during the lunchtime period.

6. General

6.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please click here to read our safeguarding policy. Alternatively go to:
http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx%20

6.2 Carry out your duties with due regard to current and future

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School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

JOB DESCRIPTION

RESPONSIBLE TO: HEAD TEACHER

RESPONSIBLE FOR: ACTIVITY SUPPORT ASSISTANTS

JD Reference No	SS/AS05/LS
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	