

# KIRKLEES COUNCIL

## J O B D E S C R I P T I O N

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

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**JOB TITLE:** ACTIVITY SUPPORT ASSISTANT 4  
(EXTENDED SCHOOL PROVISION)

**GRADE:** 4

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### **PURPOSE OF JOB**

Under the guidance of the Activity Support Officer/ Head teacher, be responsible for the supervision and care of pupils attending the breakfast/after school club.

To assist in organising and providing an appropriate range of food.

To assist in ensuring the health and safety, welfare and good conduct and behaviour of the pupils in accordance with the practices and procedures of the school.

### **KEY AREAS**

1. Supervision and Care of Pupils
2. Promoting Positive Behaviour
3. Preparation of Appropriate Food
4. Administration
5. General

### **DUTIES AND RESPONSIBILITIES**

#### **1. Supervision and Care of Pupils**

- 1.1 Under the guidance of the line manager, to undertake duties in accordance with school practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the school.
- 1.2 To assist in ensuring the pupils are supervised at all times maintaining Health and Safety practices.
- 1.3 To be aware of cultural and social factors which may have an effect on the supervision of pupils.

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- 1.4 To actively encourage the inclusion of all pupils to participate in the activities provided.
- 1.5 To encourage and develop social skills such as mutual respect and trust.
- 1.6 To encourage pupils to maintain hygiene standards, e.g. washing hands after toileting and before eating.
- 1.7 To undertake the personal care of pupils, including toileting, dressing, sickness, as appropriate.

## 2. **Promoting Positive Behaviour**

- 2.1 To encourage positive behaviour through implementation of school's behaviour policies and practice, and dealing with incidents as directed.
- 2.2 To encourage students/pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- 2.3 Within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.
- 2.4 To provide information to the Activity Support Officer/Head teacher for the recording of incidents or occurrences.

## 3. **Preparation of Appropriate Food**

- 3.1 Prepare appropriate food, ensuring that all the food provision is carried out within the guidelines of Health and Safety regulations.
- 3.2 To shop for food and other material/provisions as and when required.

## 4. **Administration**

- 4.1 To assist with the preparation and tidying of the breakfast/after school club.
- 4.2 To ensure visitors to the club follow appropriate signing in and out procedures.
- 4.3 To ensure access to the club is secure at all times.

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## 5. General

5.1 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:

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

5.2 Carry out your duties with due regard to current and future 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.

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**RESPONSIBLE TO:** ACTIVITY SUPPORT OFFICER (school to indicate)

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**RESPONSIBLE FOR:** NONE

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JD Reference No	SS/AS04/ESP
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	

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<b>EMPLOYEE SPECIFICATION</b>
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**DIRECTORATE:** Children & Adults**LOCATION:** Birkenshaw CE (C) Primary School**JOB TITLE:** Activity Support Assistant  
(Extended School)**GRADE:** 4

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Experience of working with children/young people.	Application Form / Selection Process	A
		1.2	Experience of working with children/young people in a school environment	Application Form / Selection Process	B
		1.3	Experience of encouraging the development of relationships between children/young people.	Selection Process	
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Basic Food Hygiene qualification	Application Form/ Selection Process/ Certificate	B
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Basic Health and Safety and Hygiene Awareness	Selection Process	A
		3.2	Knowledge of and commitment to Equality and Diversity and how this relates to the duties of the job	Selection Process	A

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	<b>SKILLS AND ABILITIES</b>	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 liaise with children/young people and other staff members.	Selection Process	A
		4.3	The ability to react in a positive manner to difficult situations which may arise amongst children/young people.	Application Form / Selection Process	A
		4.4	Ability to work with children/young people exhibiting behavioural difficulties.	Selection Process	A
		4.5	Ability to encourage the children/young people in constructive and co-operative play.	Selection Process	A
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Commitment to ongoing personal training and development	Selection Process	A
		5.2	Physical ability to undertake the duties of the job	Selection Process	A
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	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	SS/AS04/ESP//SPEC
ES Prepared/Amended	JAN 2010



Birkenshaw CE (C) Primary School  
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Birkenshaw  
Bradford  
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T:01274 651232  
[www.birkenshawprimary.org.uk](http://www.birkenshawprimary.org.uk)  
Headteacher: Mrs R Martin  
[head.birkenshawprimary@kirkleeseducation.uk](mailto:head.birkenshawprimary@kirkleeseducation.uk)

Dear applicant

Thank you for your interest in the post of extended club worker at Birkenshaw CE (C) Primary School.

The enclosed paperwork will give you an overview of our school and information about the vacancy. I would encourage you look at our school website for further information about our school - [www.birkenshawprimary.org.uk](http://www.birkenshawprimary.org.uk)

If you have any questions please email  
[head.birkenshawprimary@kirkleeseducation.uk](mailto:head.birkenshawprimary@kirkleeseducation.uk)

Please email completed application forms to  
[head.birkenshawprimary@kirkleeseducation.uk](mailto:head.birkenshawprimary@kirkleeseducation.uk)

Yours sincerely,

Mrs R Martin  
Headteacher

## **Birkenshaw CE (C) Primary School**

***We are a welcoming and supportive school, where everyone feels valued and respected in a happy, safe and stimulating environment. We aim to serve the community by providing education of the highest quality within the context of Christian belief and practice.***

***We pride ourselves on high standards and encourage everyone to become confident lifelong learners, so that they are equipped to live life fully and to contribute to the lives of others.***



Birkenshaw C.E. (C) Primary School is a voluntary controlled school for children currently aged 3 – 11 years in Kirklees Local Authority. In September 2013 we completed the reorganisation to change from a First School to a full Primary School with a Nursery.



The school has an extensive and attractive site, which includes a well-established wildlife conservation area, including a pond and mature woodland, a kitchen garden, mud kitchen, a ball court and purpose designed play areas.



The Key Stage Two building comprises four classrooms, a technology Suite, an Art/DT Room which is also home to our Breakfast and After School Clubs, a hall, a library, the Headteacher' and administrative offices, and storerooms. The classrooms are self-contained units with their own cloakrooms and toilet facilities and direct access to outside teaching spaces and play areas. The building is home to the children in Years 3 and 4. The Year 5 and 6 children have their own modular building which is self-contained.







The younger children (Reception, Year 1 and Year 2) are based in the Key Stage One building, which dates from the early 1970s. It has six semi open-plan classrooms with shared areas, together with a hall, a library, a small group room, the staffroom, staff workspaces and storage facilities. Our fully refurbished and modernised kitchen is located in this building and the hall becomes the school dining room at lunchtimes.

Our Nursery is housed in its own modular building, adjacent to the Reception classes.

There are two mixed ability classes in each year group, and teachers plan together. We teach a creative, topic based Learning Challenge Curriculum and we involve the children in planning through Learning Journeys. We are committed to enriching the curriculum - theme days and weeks are a regular feature of school life, as are visits by theatre groups and professional artists and musicians, and visits to places of interest both within and outside the local area. A wide range of extra curricular clubs are also on offer.



We have a strong environmental focus and hold the Eco Schools Green Flag Award and Fair Trade School Status. We also place great importance on cultural awareness in education, and caring for the community around us. Modern foreign languages are taught throughout school, starting in Nursery.



We are proud of our high standards in IT, with children from Reception to Year 6 currently receiving specialist teaching once a week. We are one of the few schools in the LA to achieve the NAACEMark award for ICT.





Our Christian ethos is at the heart of everything we do, and we have a very close relationship with our parish church. We have a tradition of fundraising for charities through various fun events.



We have a large and friendly staff team and, because we have a number of separate buildings, work hard to ensure that a whole school ethos and approach is maintained. We are committed to ongoing staff development and hold the Investor in People Award, with the Assessor commenting on our high standards in managing and developing staff.



Our children are a pleasure to teach and we have active School and Eco Councils and a Play leader scheme at lunchtimes. Pupils also undertake a variety of jobs around school. We hold the Investors in Pupils Award.



***At Birkenshaw CE (C) Primary School, we care.***