

# KIRKLEES COUNCIL

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

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

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**JOB TITLE: ACTIVITY SUPPORT OFFICER 5**

**GRADE: 5, (SCP 5 – 6)**

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### **PURPOSE OF JOB**

Working as part of a team including teachers and other support staff to support the learning and welfare of pupils/students with additional needs. To assist in the organising and supporting of appropriate play activities

To assist in securing the health, safety, welfare and good conduct of pupils. To support activities and good behaviour including encouraging their independence.

### **KEY AREAS**

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

### **DUTIES AND RESPONSIBILITIES**

#### **1. Supervision and Care of pupils on school premises**

- 1.1 To supervise areas, both indoors and outdoors, where students/pupils congregate, maintaining Health & Safety practices.
- 1.2 Taking account of relevant practices and procedures, to supervise and monitor activity areas, corridors, toilets, classrooms etc as required.
- 1.3 To supervise students/pupils eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages.
- 1.5 To provide all aspects of personal care to students/pupils, ensuring this is carried out to a high standard, as per school guidance and direction. i.e. toileting, dressing, sickness, intimate care issues, as appropriate.
- 1.6 Where required, to assist in the bringing food to, and with the general

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feeding and gastrostomy feeding of students/pupils.

- 1.7 Ensuring students/pupils retain individuality, personal dignity and encouraging independence and self esteem.
- 1.8 As required, by the school, to assist under the direction of the schools nurse and/or specialist, in medically related issues. e.g. administering medication, physiotherapy treatment, occupational therapy, speech and language programmes.

## 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 Assist 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 Class Teacher recording of incidents or occurrences.

## 3. **Promoting Personal and Social Skills**

- 3.1 To encourage students/pupils to maintain hygiene standards (eg. washing hands after toileting)
- 3.2 To encourage students/pupils to leave all areas in a tidy condition.
- 3.3 To encourage good relations between students/pupils and adults through informal discussion and play situations.
- 3.4 As appropriate to organise the distribution and collection of equipment and supervise activities where necessary.
- 3.5 To be actively involved and encourage pupil/student participation in play activities.
- 3.6 To encourage and develop social skills such as mutual respect and trust.
- 3.7 To be aware of cultural and social factors which may have an effect on the supervision of the students/pupils.

## 4. **Appropriate Communication**

- 4.1 To report accidents or other occurrences such as child protection issue immediately to the designated person

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

4.3 To liaise with the other schools staff as appropriate.

## 5. Use of Supporting Equipment

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

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

5.3 To assist with the carrying out of basic routine safety checks of equipment and report any fault to the Head Teacher / line Manager

## 6. General

6.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/Local Authority'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>

6.2 Carry out your duties with due regard to current and future School's/Local Authority'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:** SENIOR ACTIVITY SUPPORT OFFICER

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**RESPONSIBLE FOR:** NONE

JD Reference No	SS/ASSpec05
JD Prepared / Amended	Jan 2020

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