

KIRKLEES COUNCIL

SECTION: SPECIAL SCHOOLS MODEL – ACTIVITY SUPPORT

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

GRADE: 5 (SCP 5 – 6)

PURPOSE OF JOB

Working as part of a team to be responsible, through the Lead Behaviour Improvement Officer, for the supervision of students/pupils with additional needs on the school site throughout the midday break (the interval between the close of morning school and the re-commencement of school in the afternoon).

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 during lunchtime, 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.
 - 1.4 To supervise queues waiting to enter specified dining areas to maintain hygiene standards (e.g. washing hands after toileting).

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

KIRKLEES COUNCIL

- 1.5 To encourage students/pupils to leave all areas in a tidy condition.
- 1.6 To encourage good relations between students/pupils and adults.
- 1.7 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 and intimate care issues as appropriate.
- 1.8 Where required, to assist in choices, the bringing of food to, and with the general feeding of students/pupils.
- 1.9 Ensuring students/pupils retain individuality, personal dignity, encouraging independence and self esteem.

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 Lead Behaviour Improvement Officer for the recording of incidents or occurrences.

3. **Promoting Personal and Social Skills**

- 3.1 To encourage students/pupil's discussion and play situations.
- 3.2 As appropriate to organise the distribution and collection of lunchtime equipment and supervise activities where necessary.
- 3.3 To be actively involved and encourage lunchtime games.
- 3.5 To encourage and develop social skills such as mutual respect and trust.
- 3.6 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 issues immediately to the Designated Safeguarding Lead (DSL).

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

KIRKLEES COUNCIL

4.2 As necessary pass on verbal or written information to the Lead Behaviour Improvement Officer or appropriate staff.

4.3 To liaise with the kitchen staff as appropriate for issues related to lunchtime supervision.

5. Use of Supporting Equipment

5.1 To ensure the correct and safe use of equipment.

5.2 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 refer to the Employment pages, working for the Council on the Kirklees website.

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.

RESPONSIBLE TO: CHILDREN & FAMILY MANAGER / DSL

RESPONSIBLE FOR: NONE

JD Reference No	SS/AS/LTSA-JD
JD Prepared / Amended	JAN 2020

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