

KIRKLEES COUNCIL

Job Description

Section: Newsome High School – Specialist Provision for Physical Impairment

Job Title: Activity Support Assistant
(Break and Lunchtime Supervision)

Grade: 3

Purpose of Job

Working as part of a team to be responsible, through the Activity Support Officer for the supervision of students/pupils on the school site throughout the morning and/or midday breaks, dependent on post.

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

Key Areas

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

Duties and Responsibilities

1. Supervision 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.
- 1.5 To undertake the personal care of students/pupils including toileting, dressing, sickness, as appropriate.
- 1.6 Where required, to assist in the bringing food to, and feeding children unable to feed themselves.

KIRKLEES COUNCIL

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 duty staff or Line Manager, as appropriate, for the recording of incidents or occurrences.

3. Promoting Personal and Social Skills

- 3.1 To encourage students/pupils to maintain hygiene standards (e.g. 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.
- 3.4 As appropriate to organise the distribution and collection of lunchtime equipment and supervise activities where necessary. *(Applies to primary/middle schools only)*
- 3.5 To be actively involved and encourage lunchtime games. *(Applies to primary/middle schools only)*
- 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 issues immediately to Designated Safeguarding Lead or Line Manager, as appropriate.
- 4.2 As necessary, pass on verbal or written information to Designated Safeguarding Lead or Line Manager or appropriate staff.
- 4.3 To liaise with the kitchen staff as appropriate for issues related to lunchtime supervision.

KIRKLEES COUNCIL

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 read our [safeguarding policy](#).

- 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, on-going performance development and through School communications.

Responsible to: Line Manager

Responsible for: None

JD Reference No	SS/AS03/LS and AS03/LTSA
JD Prepared / Amended	Apr 2019
Refers to Job	

KIRKLEES COUNCIL

Employee Specification

Section: All Schools Model

Job Title: Activity Support Assistant (Break and Lunchtime Supervision)

Grade: 3

	Attributes		Relevant Criteria	How Identified	Rank
1.	Relevant Experience	1.1	Experience of working with children/young people with physical impairments.	Application Form / Selection Process	B
		1.3	Experience of encouraging the development of positive relationships between children/young people.	Selection Process	
2.	Education and Training Attainments	2.1	First Aid Qualification.	Application Form / Selection Process/ Certificate	B
3.	General and Special Knowledge	3.1	Basic Health and Safety Awareness.	Selection Process	B
		3.2	Knowledge of and commitment to the Authority's Equal Opportunities Policy and how this relates to the duties of the post.	Selection Process	
		3.3	Basic understanding of the needs of students with physical impairments.	Selection Process	
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 develop positive relations 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	Selection Process	A

KIRKLEES COUNCIL

			arise amongst children/young people.		
		4.4	Ability to keep problems in perspective and be patient.	Selection Process	A
		4.5	Ability to read and understand simple verbal and written instructions	Application Form / Selection Process	A
		4.6	Ability to work with children/young people with physical impairments	Selection Process	A
5.	Any Additional Factors	5.1	Physical ability to undertake the duties of the post.	Selection Process	A
		5.2	Commitment to ongoing personal training and development.	Selection Process	A
		5.3	Willingness to undertake an enhanced disclosure and barring check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	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 criterion 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 As on day one to be able to do the job; you need to have all the Bs 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.