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SECTION:

ALL SCHOOLS MODEL – ACTIVITY SUPPORT



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POST TITLE: ACTIVITY SUPPORT ASSISTANT 3



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(LUNCHTIME SUPERVISION)



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GRADE: 3, (SCP 9 – 11)



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PURPOSE OF POST



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Working as part of a team to be responsible, through the Activity Support Officer for the



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supervision of students/pupils on the school site throughout the midday break (the interval



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between the close of morning school and the re-commencement of school in the afternoon).



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To assist in securing the health, safety, welfare and good conduct of pupils. To support



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activities and good behaviour in accordance with the practices and procedures of the school.



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KEY AREAS



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1. Supervision of Pupils on School Premises



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2. Promoting Positive Behaviour



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3. Promoting Personal and Social Skills



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4. Appropriate Communication



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5. General



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DUTIES AND RESPONSIBILITIES



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1. Supervision of Pupils on School Premises



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1.1 To supervise areas, both indoors and outdoors, where students/pupils



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congregate during lunchtime, maintaining Health & Safety practices.



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1.2 Taking account of relevant practices and procedures, to supervise and monitor



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activity areas, corridors, toilets, classrooms etc as required.



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1.3 To supervise students/pupils eating their meal on school premises, in specified



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areas set aside for dining purposes which includes issues such as dealing with



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spillages.



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1.4 To supervise queues waiting to enter specified dining areas.



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1.5 To undertake the personal care of students/pupils including toileting, dressing,



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sickness, as appropriate.



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1.6 Where required, to assist in the bringing food to, and feeding children



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unable to feed themselves.



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2. Promoting Positive Behaviour



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2.1 To encourage positive behaviour through implementation of school's behaviour



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policies and practice and dealing with incidents as directed.



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2.2 To encourage students/pupils understanding and knowledge of the impact of



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their actions within the remit of Health and Safety.



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2.3 Assist within the parameters of school positive behaviour practices and



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procedures, assist as appropriate to promote the maintenance of Health and



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Safety.



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2.4 To provide information to the Activity Support Officer for the recording of



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incidents or occurrences.



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3. Promoting Personal and Social Skills



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3.1 To encourage students/pupils to maintain hygiene standards (eg. washing



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hands after toileting)



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



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3.3 To encourage good relations between students/pupils and adults through



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informal discussion and play situations.



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3.4 As appropriate to organise the distribution and collection of lunchtime



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equipment and supervise activities where necessary. *(apply to primary/middle*



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schools only)



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3.5 To be actively involved and encourage lunchtime games. (*apply to*



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primary/middle schools only)



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



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3.7 To be aware of cultural and social factors which may have an effect on the



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supervision of the students/pupils.



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4. Appropriate Communication



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4.1 To report accidents or other occurrences such as child protection issues



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immediately to the Activity Support Officer.



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4.2 As necessary, pass on verbal or written information to the Activity Support



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Officer or appropriate staff.



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



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lunchtime supervision.



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5. General



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5.1 As part of your wider duties and responsibilities you are required to promote



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and actively support the School's/LA's responsibilities towards safeguarding.



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Safeguarding is about keeping people safe and protecting people from harm,



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neglect, abuse and injury. It is about creating safe places, being vigilant and



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doing something about any concerns you might have. It isn't just about the



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very old and the very young, it is about everyone who may be vulnerable.



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Please refer to the Employment page, working for the Council on the Kirklees



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website under the following link:



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<http://www.kirklees.gov.uk/employment/safeguarding.shtml>



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5.2 Carry out your duties with due regard to current and future School's/LA's



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policies, procedures and relevant legislation. These will be drawn to your



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attention in your appointment letter, your statement of particulars, induction,



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ongoing performance development and through School communications.



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RESPONSIBLE TO: ACTIVITY SUPPORT OFFICER



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RESPONSIBLE FOR: NONE



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Refers to Estab(s)	



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