

KIRKLEES COUNCIL

SECTION: ALL SCHOOLS MODEL – ACTIVITY SUPPORT

JOB TITLE: ACTIVITY SUPPORT OFFICER 5 (PLAY)

GRADE: 5

PURPOSE OF JOB

To provide play activities and organise games appropriate for a variety of age groups.. To assist in the health and safety, welfare and good behaviour of pupils in accordance with the practises and procedures of the school.

KEY AREAS

1. Supervision and Care of Pupils
2. Promoting Positive Behaviour
3. Activity Planning
4. Administration
5. General

DUTIES AND RESPONSIBILITIES

1. Supervision and Care of Pupils

- 1.1 To report accidents or other occurrences such as child protection issue immediately to the appropriate school personnel.
- 1.2 To supervise and monitor play areas and activities with pupils.
- 1.3 To take account of relevant practices and procedures, to ensure the supervision and monitoring of activity areas.
- 1.4 To undertake the personal care of pupils including sickness.

2. Promoting Positive Behaviour

- 2.1 To encourage positive behaviour through implementation of schools behaviour policies and practices and dealing with incidents as directed.
- 2.2 To encourage pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.

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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 within the systems and practices of the school for the recording of incidents or occurrences.

3. **Activity Planning**

3.1 To organise and provide safe, creative and appropriate activities and play activities.

3.2 To contribute to the advertising of play activities to pupils through posters and display boards etc.

3.3 Identify need and order appropriate play equipment to support planned programmes.

3.4 To produce a plan of activities in consultation with other staff and pupils ensuring this links to the school curriculum.

4. **Administration**

4.1 To assist in the coordinating and supporting the work of Activity Support Assistants.

4.2 To assist with the training of the Activity Support Assistants where necessary to undertake duties in accordance with the practices and procedures of the school.

4.3 To be responsible for the induction of new staff.

4.4 To assist with the ordering of appropriate play equipment.

4.5 Ensure equipment is safe to use and is handled appropriately by pupils and other adults.

4.3 Responsible for the storage and maintenance of games and play equipment.

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>

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- 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.

RESPONSIBLE TO: HEAD TEACHER (school to indicate)

RESPONSIBLE FOR: NONE

JD Reference No	SS/AS05/P
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	

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