

KIRKLEES COUNCIL

SECTION: ALL SCHOOLS MODEL – ACTIVITY SUPPORT

**JOB TITLE: ACTIVITY SUPPORT ASSISTANT 4
(EXTENDED SCHOOL PROVISION)**

GRADE: 4

PURPOSE OF JOB

Under the guidance of the Activity Support Officer/ Head teacher, be responsible for the supervision and care of pupils attending the breakfast/after school club.

To assist in organising and providing an appropriate range of food.

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

KEY AREAS

1. Supervision and Care of Pupils
2. Promoting Positive Behaviour
3. Preparation of Appropriate Food
4. Administration
5. General

DUTIES AND RESPONSIBILITIES

1. Supervision and Care of Pupils

- 1.1 Under the guidance of the line manager, to undertake duties in accordance with school practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the school.
- 1.2 To assist in ensuring the pupils are supervised at all times maintaining Health and Safety practices.
- 1.3 To be aware of cultural and social factors which may have an effect on the supervision of pupils.

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- 1.4 To actively encourage the inclusion of all pupils to participate in the activities provided.
- 1.5 To encourage and develop social skills such as mutual respect and trust.
- 1.6 To encourage pupils to maintain hygiene standards, e.g. washing hands after toileting and before eating.
- 1.7 To undertake the personal care of pupils, including toileting, dressing, sickness, as appropriate.

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 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 Activity Support Officer/Head teacher for the recording of incidents or occurrences.

3. Preparation of Appropriate Food

- 3.1 Prepare appropriate food, ensuring that all the food provision is carried out within the guidelines of Health and Safety regulations.
- 3.2 To shop for food and other material/provisions as and when required.

4. Administration

- 4.1 To assist with the preparation and tidying of the breakfast/after school club.
- 4.2 To ensure visitors to the club follow appropriate signing in and out procedures.
- 4.3 To ensure access to the club is secure at all times.

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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>

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: ACTIVITY SUPPORT OFFICER (school to indicate)

RESPONSIBLE FOR: NONE

JD Reference No	SS/AS04/ESP
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	

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