KIRKLEES COUNCIL

Job Description

Section: **All Schools Model**

Job Title: **Activity Support Assistant (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.

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.

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.

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Responsible to: Activity Support Officer (School to indicate)

Responsible for: None

JD Reference No	SS/AS04/ESP and AS04/EXT
JD Prepared / Amended	Apr 2019
Refers to Job	

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Employee Specification

Section: All Schools Model

Job Title: Activity Support Assistant (Extended School) **Grade: 4**

	Attributes		Relevant Criteria	How Identified	Rank
1.	**Relevant Experience**	1.1	Experience of working with children/young people.	Application Form/ Selection Process	A
		1.2	Experience of working with children/young people in a school environment.	Application Form/ Selection Process	B
		1.3	Experience of encouraging the development of relationships between children/young people.	Selection Process	
2.	**Education and Training Attainments**	2.1	Basic Food Hygiene qualification.	Application Form/ Selection Process/ Certificate	B
3.	**General and Special Knowledge**	3.1	Basic Health and Safety and Hygiene Awareness.	Selection Process	
		3.2	Knowledge of and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job.	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 liaise with children/young people and other staff members.	Selection Process	
		4.3	The ability to react in a positive manner to difficult situations which may arise amongst children/young people.	Application Form/ Selection Process	A

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		4.4	Ability to work with children/young people exhibiting behavioural difficulties.	Selection Process	
		4.5	Ability to encourage the children/young people in constructive and co-operative play.	Selection Process	
5.	**Any Additional Factors**	5.1	Commitment to ongoing personal training and development.	Selection Process	
		5.2	Physical ability to undertake the duties of the post.	Selection Process	
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. **Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.**	Application Form/ 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 criteria 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 A's on day one to be able to do the job, you need to have all the B's 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.