



Southgate School Activity Support Officer – Grade 5

Southgate is a special school for pupils with complex needs. All pupils have an Education Health Care Plan (EHCP) and are aged between 4 and 16. We are a nurture school where we celebrate difference, take great joy in our young people, and seek to discover and develop their unique potential.

We create happy and secure learning environments, helping pupils to acquire knowledge, skills, confidence and emotional self-regulation. Our aim is to enable our pupils to lead as full and independent lives as possible.

The Role

You will be responsible for the supervision of pupils during the extended lunchtime period (11.30am-1.30pm) in a range of activities both indoors and outdoors

You will have the highest regard for safeguarding pupils, in line with the school's ethos, policies and procedures.

You will be part of a positive staff team who work collaboratively and support each other. We are committed to ensure the highest standards of wellbeing and professional development.

Your interpersonal skills will enable you to engage and communicate effectively, working with colleagues and pupils

You will be able to relate to young people with a range of diverse needs. You will have the ability to work with young people with complex SEND.

You will have a calm, patient and reflective approach, being able to demonstrate high expectations of pupil behaviour in a positive and inclusive way.

Working with our children can be varied, rewarding yet challenging. You must be able to inspire, engage and motivate pupils to participate in learning activities whilst encouraging independence.

Find out more about working at Southgate School on our website (www.southgateschool.co.uk) or by following us on Facebook or Twitter.



Key areas of responsibility

You will work across the school providing support in line with the school's policies, procedures and approaches. Your responsibilities will include;

- Assisting with the delivery of food to classes through the use of trolleys
- Supporting pupils to develop their life skills around food and eating
- Assist with the personal care and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- Using informal discussion and play situations with pupils to encourage good relationships
- Encourage and develop pupil's social skills
- Encourage and take part in activities and games both indoors and outdoors with pupils

You will be instrumental in promoting positive personal care and hygiene standards that improve the independence of pupils.

When required seek feedback from pupils and colleagues to ensure individual needs are met.

Southgate School can be a challenging environment which will require you to have an awareness of your own resilience and wellbeing. You will be able to effectively manage this on an ongoing basis.

You will work within the ethos of the school by positively interacting with colleagues and pupils. You will be an ambassador for the school by helping to create a positive atmosphere using an approachable and solution focused attitude.

The successful candidate will;

- Be committed to the whole school nurture approach
 - Have resilience and the ability to reflect
 - Have a passion for children's learning and wellbeing
 - Be confident, positive, calm, sensitive and tenacious
 - Be committed to the safeguarding of children.
 - Have excellent communication and interpersonal skills, with an ability to work as part of a team.
 - Be able to keep up physically with the demands of working within a special school where pupils have complex needs.
 - Have Team Teach training or the equivalent (or be willing to undertake this training) and be calmly confident about using positive physical intervention when this is required.
-



Person Specification

We would expect anyone joining Southgate School as an Activity Support Officer to be able to demonstrate the abilities/ experience /skills as listed below. We have listed these as essential or desirable.

To be shortlisted for the role of Activity Support Officer, please demonstrate on your application form how you currently meet the essential criteria, and the desirable criteria wherever possible. If we receive many applications, we may have to shortlist based on the desirable criteria as well.

Application Form

	Ability / Experience / Skills	Essential / Desirable
1	Understanding or an enthusiasm to learn about child development and nurture principles	Essential
2	Enthusiasm and dedication to work with, support and improve outcomes for young people with complex needs	Essential
3	Experience in any capacity of working with children or young people	Essential
4	Basic Numeracy and Literacy skills to a level to be able to complete documents and forms e.g. incident forms	Essential
5	Awareness of Health and Safety practices when working with children or young people	Essential
6	An awareness of good hygiene and cleanliness within a school environment	Essential
7	Experience of working with children who have SEND	Desirable



We require you to be able to do the following and will test for these skills/abilities this during the recruitment process.

Interview Process

A	Ability to work as a team member
B	Ability to communicate effectively with pupils and adults
C	Ability to work with children/ young people with high anxiety
D	Ability to relate to pupils from diverse social backgrounds
E	Emotional resilience in working with pupils who exhibit challenging behaviour
F	Understanding of safeguarding procedures and issues
G	Commitment to ongoing personal training and development
H	Ability to work flexibly both within and outside of the school environment
I	Willingness to undergo an enhanced DBS check and sign up to the DBS service on an annual basis

General information

You will have completed an enhanced DBS and medical health questionnaire before starting at Southgate School. When you start in your role you will receive a comprehensive induction and any mandatory training including safeguarding and core CPD.

You will have regard for the ethos, policies and practices of the school and maintain high standards in your behaviour, attendance and punctuality. These will be drawn to your attention as part of your induction, ongoing performance development and through school communications.

This job description is intended to provide an understanding and appreciation of the responsibilities associated with the role. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.