

Job Description

Post	Activity Officer
Grade	Academy Support Staff 12
Accountable to	Education Beyond the Classroom Lead (EBC) Lead

Hours of work

22.5 working hours per week, 4.5 working hours per day, Monday to Friday, Term-time (39 weeks in total), 12pm to 5pm, with a 30-minute unpaid daily break from approximately 2.15pm to 2.45pm (subject to service needs/change). FTE: 0.5377.

Overall purpose of the job

Working with departments in the school to provide extra-curricular provision and opportunities for students. The post holder will lead a range of clubs and will monitor and analyse participation and look for ways to improve provision and help out with any end of day processes.

Duties and responsibilities

- To organise and arrange activities for students to do at lunchtime and after school (12.00 to 5.00) and support students to engage in these activities
- Arrange competition within school between forms and sites
- Advertise and promote clubs and ensure hard to reach students participate.
- To help get students to after school detentions and generally contribute to the smooth running of the school
- To uphold the Academy's disciplinary rules and staff code of conduct.
- To follow the Academy's health and safety requirements.
- To be committed to safeguarding and promoting the welfare of children and young people and to follow the relevant policies and procedures.
- To contribute to the maintenance of a caring and stimulating environment for young people
- To always act in accordance with the statutory frameworks that set out how the Academy must operate.
- To carry out any other reasonable duties within the scope of the post as directed by the Headteacher.

Date of issue:

Signature of Post holder:

Signature of Headteacher: