

# KIRKLEES COUNCIL

## J O B D E S C R I P T I O N

---

**SECTION: ALL SCHOOLS MODEL – ACTIVITY SUPPORT**

---

**JOB TITLE: ACTIVITY SUPPORT MANAGER  
(EXTENDED SCHOOL PROVISION)**

**GRADE: 6**  
**TIME: 07:15-9:00am (1 hour 15 minutes)**

### **PURPOSE OF JOB**

To be responsible, under the direction of the head teacher, for the supervision and care of pupils attending the breakfast/after school club. To be responsible for organising, coordinating and supporting the work of the Activity Support Officers. To be responsible for the organisation and provision of an appropriate range of activities and food. To ensure 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. Activity Planning and Food Preparation
4. Administration
5. Liaison and Communication- with parents and office staff
6. General

### **DUTIES AND RESPONSIBILITIES**

#### **1. Supervision and Care of Pupils and staff**

##### **Ensure staff in the provision**

- 1.1 Undertake duties in accordance with school practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the school.
- 1.2 Ensure that pupils are supervised at all times in a safe and responsible manner and maintaining Health and Safety practices.
- 1.3 Are aware of cultural and social factors which may have an effect on the supervision of the pupils.
- 1.4 Actively encourage the inclusion of all pupils to participate in the activities provided.

# KIRKLEES COUNCIL

- 4.2 To maintain a stock of resources, ordering new replacements as required.
- 4.3 To ensure visitors to the club follow appropriate signing in and out procedures.
- 4.4 To ensure access to the club is secure at all times.
- 4.5 **Oversee the induction** and mentoring of new staff within the remit of the role and ensure staff receive appropriate training in accordance with their role.
- 4.6 **Organising staffing rotas for other staff working within the club,** ensuring appropriate cover/ratios are maintained at all times.
- 4.7 To provide basic clerical duties where required, such as **maintaining the booking system and registers,** photocopying, filing etc. in conjunction with the school office.
- 4.8 To ensure equipment and materials are suitable for the activities and prepare materials as necessary.
- 4.9 To organise the preparation and tidying of the club.
- 4.10 To contribute in the presentation of pupils work and maintenance of display areas.

## 5. Liaison and Communication

- 5.1 To liaise regularly with parents, teachers and Headteacher as necessary, verbally or in written form as agreed.
- 5.2 Encourage parental involvement and support through the development of effective relationships.
- 5.3 **To report and record accidents or other occurrences such as child protection/safeguarding/behaviour** issues to DSL and/or Headteacher.
- 5.4 As necessary, pass on verbal or written information to parents, head teacher, teaching staff, ensuring confidentiality is maintained at all times.
- 5.5 Consult with pupils and involve them in the planning of activities.
- 5.6 To attend and contribute to meetings as required.

## 6. General

- 6.1 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

J  
O  
B  
  
D  
E  
S  
C  
R  
I  
P  
T  
I  
O  
N

7:15-9:00  
1hr 45mins

# KIRKLEES COUNCIL

J  
O  
B  
  
D  
E  
S  
C  
R  
I  
P  
T  
I  
O  
N

---

**SECTION: ALL SCHOOLS MODEL – ACTIVITY SUPPORT**

---

**JOB TITLE: ACTIVITY SUPPORT OFFICER 5  
(EXTENDED SCHOOL PROVISION)**

**GRADE: 5**

**PURPOSE OF JOB**

To be responsible for the supervision and care of pupils attending the breakfast/after school club. To organise and provide an appropriate range of activities and food. To ensure 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. Activity Planning and Food Preparation
4. Administration
5. Liaison and Communication
6. General

**DUTIES AND RESPONSIBILITIES**

**1. Supervision and Care of Pupils**

- 1.1 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 Ensure that pupils are supervised at all times in a safe and responsible manner and maintaining Health and Safety practices.
- 1.3 To be aware of cultural and social factors which may have an effect on the supervision of the pupils.
- 1.4 To actively encourage the inclusion of all pupils to participate in the activities provided.

# KIRKLEES COUNCIL

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

---

<b>JD Reference No</b>	SS/AS05/ESP
<b>JD Prepared / Amended</b>	OCT 2009
<b>Refers to Estab(s)</b>	

**J  
O  
B  
  
D  
E  
S  
C  
R  
I  
P  
T  
I  
O  
N**