Job Description

Title: Play Assistant — Grade: C

Relationships

Responsible directly to:	School Business Manager
Responsible for:	Supporting the Principal and the Senior Leadership Team(SLT) and teaching staff with the supervision and care of all pupils at lunchtime, ensuring the welfare, health and safety of all. Positively support the aims and ethos of the school.
Important Internal Relationships:	Governors, Principal and SLT, Teaching and Support staff at the school, Pupils.
Important External Relationships:	Visitors to the school, Parents, OHCAT.

Main Purpose of Job:

- To ensure supervision and care of all pupils at lunchtime.
- To supervise pupils during play/leisure sessions and whilst eating, follow school procedures, lunchtime routines and individual pupil support information.
- To work under and follow the general instruction and guidance of teaching or senior staff to support all teaching and learning activities over the lunchtime period.
- To provide support in personal hygiene and welfare routines.
- To positively support the ethos of the school, and be aware of and work within the Code of Conduct, school policies and guidelines at all times.
- To actively participate within the whole school team, develop good relationships and promote harmony in the school.
  N.B. The job can be both physically and emotionally demanding and applicants will need to be able to meet these demands throughout the year.

Main Responsibilities:

- Follow instructions and guidance from the Classroom Teacher to provide support for pupils reinforcing their learning and ensuring their understanding over the lunchtime period.
- To interact positively with individuals and groups of pupils in the playground, dining hall, class setting and around the school.
- To encourage pupils to develop play skills and to participate in a range of playground games and leisure activities.
- To encourage appropriate behaviour, ensuring that pupils experiencing difficulties are adequately supported according to Pupil Support Information.
- To encourage social interaction and communication with pupils, using Makaton signing and symbols.
- To prepare the dining hall so that it is ready for the pupils to eat their lunch this includes clearing away plates and cleaning tables at the beginning, in between and at the end of the lunchtime period.
- To set up, supervise and encourage pupil participation in play activities.
- To organise and upkeep playground materials this includes getting equipment out and putting it away at the end of the lunchtime sessions.
- To support and assist with personal care needs of the pupils, including toileting and general hygiene needs.

- To promote independence and employ strategies to encourage self-reliance and increased self- esteem.
- To contribute to the health and wellbeing of pupils.
- To deal with pupil medical issues as they arise, seeking the assistance of the school nurse, if necessary.
- To assist pupils with feeding and in the feeding programmes for specific pupils following training from the Speech and Language Therapist.
- To report all incidents to the class teacher and record all incidents in the appropriate ways – CPOMs, Assure etc.
- To understand and follow lifting and handling procedures of the school, seeking advice from the Moving and Handling Advisor, if necessary.
- Attend training as directed and incorporate learning within work, demonstrating good practice to other staff.
- To be responsible for promoting and safeguarding the welfare of children. Reporting any concerns to a senior member of staff.
- Follow the Health and Safety procedures to ensure the safety of pupils and staff.

Other requirements of the post

- Staff are expected to participate in all aspects of the curriculum and school life.
- Reading and being aware of all details in the School Handbook; to understand and follow the principles set out in The Aims of the School and the Code of Conduct e.g. Attendance Procedures, Mobile Phone Statement, Social Media Policy.
- Understanding and working in accordance with the Equal Opportunities, Health & Safety and other relevant policies.
- Undertaking other duties as required by the Teacher, which are considered to be commensurate with the job purpose and grading.
- Maintaining a professional relationship with other members of the team.
- Sharing the authority's commitment in safeguarding and promoting the welfare of children and young people.
- Maintaining confidentiality at all times.

Training can include :

- Attending all whole school INSET days/twilight sessions.
- Attending Health & Safety training courses related to the role.
- Attending external training courses which relate directly to the role.

Whole school responsibilities

- Participate in the performance management process agreed in school.
- To play a full and active part in the life of the whole school, including outside activities.

Signatures:

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Signed:_____ Date:_____

(Penny Jelbert – SBM)

Signed:_____ Date:_____

(Print name : – Play Assistant)

Play Assistant
PERSON SPECIFICATION (GRADE C)

Essential	Desirable
Qualifications	
Good numeracy and literacy skills	GCSE grade A – C or equivalent in Literacy and Numeracy
	Makaton or other sign language
	NVQ or equivalent qualification in relevant area
	Training in relevant learning strategies – literacy, TEACCH
	First Aid qualification
Experience/Knowledge	
Proven successful experience of working or caring with children	Experience of working with autistic children
Basic ICT Skills	Experience of working with children with disabilities
	Experience of working with children in an educational setting
	Knowledge and understanding of the importance of the Health and Safety in schools
Skills and abilities	
Ability to work constructively as part of a team.	Ability to provide artistic or creative input
Ability to communication effectively with a range of people.	Adaptable and flexible approach to work
Excellent listening skills and the ability to follow instructions	Use of other equipment technology
Well organised and practical, calm under pressure	Willingness and ability to learn new skills in relation to SEN including medical and personal care needs; the ability to evaluate own learning needs.
Able to form, relate and maintain appropriate professional relationships and boundaries with children and parents	
Additional Factors	
Commitment to promoting and safeguarding the welfare of children	Prepared to undergo training appropriate to the post
Have a caring and positive nature	
Prompt and reliable approach to work	
Work in line with the school's behaviour policy	