

## **Job Description for the Post of Play Assistant, Bedelsford Chaucer Centre**

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### **Job Purpose:**

To support pupils' learning, development and wellbeing through structured play and learning activities, working under the direction of teaching staff. The role includes promoting positive social interaction, engagement and independence, particularly for pupils with Special Educational Needs and Disabilities (SEND), within a safe and supportive environment.

### **Key Responsibilities:**

- To assist in preparing the dining hall for lunchtime.
- To help move pupils, following the advice of therapists.
- To serve pupils lunch, and assist them with feeding, including gastrostomy as required.
- To encourage social interaction with pupils.
- Communicate with non-verbal pupils, using Makaton signing and symbols.
- Clear away plates etc., and clean tables, between, and at the end of, lunchtime sittings.
- Setting up, supervision of and encourage participation in, play activities.
- Assist with the personal care needs of pupils.
- Deal with the medical issues of pupils, seeking the assistance of the school nurse if necessary.
- Provide assistance in the school kitchen, in the event of absence of kitchen staff.
- Any other duties required by the headteacher commensurate with pay scale.
- Undergo relevant training.
- To attend school on INSET Days, if part of your working week, and be involved in training.
- To undertake any other duties as required as directed.
- No annual leave to be taken in term time.

### **Additional notes**

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

## **Person Specification for the Post of Play Assistant, Bedelsford Chaucer Centre**

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The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

<b>Area</b>	<b>Requirements</b>	<b>Essential/Desirable</b>
<b>Qualifications</b>	GCSE (or equivalent) in English and Mathematics at Grade 4/C or above	Essential
	Relevant childcare, play work or supporting teaching and learning qualification	Desirable
<b>Experience/Knowledge</b>	Experience of working with children or young people in a school, childcare or play setting	Essential
	Experience of supporting pupils with Special Educational Needs and Disabilities (SEND)	Desirable

	Understanding of how children learn through play	Essential
	Awareness of strategies to support positive behaviour and social interaction	Essential
	Basic understanding of safeguarding and child protection	Essential
	Knowledge of supporting pupils with social, emotional and behavioural needs	Desirable
<b>Skills &amp; Abilities</b>	Ability to engage and interact positively with pupils through play	Essential
	Ability to support pupils' social and emotional development	Essential
	Good communication skills, both verbal and non-verbal	Essential
	Ability to work effectively as part of a team	Essential
	Ability to follow instructions and implement agreed strategies	Essential
	Ability to manage behaviour consistently and calmly	Essential
	Ability to observe and report on pupil engagement and wellbeing	Essential
	Ability to adapt activities to meet the needs of different pupils	Desirable
<b>Additional Factors</b>	Commitment to safeguarding and promoting the welfare of children	Essential
	Patient, calm and positive approach to working with pupils	Essential
	Reliable, punctual and flexible	Essential
	Ability to work in a physically active role (including playground supervision)	Essential
	Willingness to undertake relevant training and professional development	Essential
	Understanding of and commitment to equality, diversity and inclusion	Essential

*Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.*

*Orchard Hill College & Academy Trust 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** and **Person Specification** is current 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.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*