

JOB DESCRIPTION PLAY ASSISTANT

Main Purpose of Job:

- 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.

BEDELSFORD CHAUCER CENTRE PLAY ASSISTANT PERSON SPECIFICATION

Area	Requirement	Essential/Desirable
Qualifications	Makaton or other sign language	Desirable
	NVQ or equivalent qualification in relevant area	Desirable
	Training in relevant learning strategies – literacy, TEACCH	Desirable
	First Aid qualification	Desirable
Experience/Knowledge	Proven successful experience of working or caring with children	Essential
	Experience of working with autistic children	Desirable
	Experience of working with children with disabilities	Desirable
	Experience of working with children in an educational setting	Desirable
	Knowledge and understanding of the importance of the Health and Safety in schools	Desirable
Skills and Abilities	Ability to work constructively as part of a team.	Essential
	Ability to communicate effectively with a range of people	Essential
	Excellent listening skills and the	Essential

	ability to follow instructions	
	Well organised and practical, calm under pressure	Essential
	Able to form, relate and maintain appropriate professional relationships and boundaries with children and parents	Essential
	Ability to provide artistic or creative input	Desirable
	Adaptable and flexible approach to work	Desirable
	Use of other equipment technology	Desirable
	Willingness and ability to learn new skills in relation to SEN including medical and personal care needs; the ability to evaluate own learning needs.	Desirable
Additional Factors	Commitment to promoting and safeguarding the welfare of children	Essential
	Have a caring and positive nature	Essential
	Prompt and reliable approach to work	Essential
	Work in line with the school's behaviour policy	Essential
	Prepared to undergo training appropriate to the post	Desirable

The school will endeavor 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 on the date stated in the Job Description 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.