**Job details**

**Job title:** Play Assistant

**Salary:** Scale 2 Point 3

**Hours:** 5

**Contract type:** Full time, permanent

**Reporting to:** The Beyond the Classroom Leader, Class Teachers, Teaching Assistant with Play Leader Responsibilities and the Senior Leadership Team

**Main purpose**

The Play Assistant will:

Ensure pupils’ safety and welfare

Promote active and healthy lifestyles by facilitating games, sport and activities at breaks and lunchtimes

Engage with pupils in the playground at breaks and lunchtimes

**Duties and responsibilities**

**Working with colleagues and other relevant professionals**

Work collaboratively with the Teaching Assistants with Play Leader Responsibilities, Class Teachers, the Senior Leadership Team and Beyond the Classroom Leader

Receive and act upon feedback

Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher

Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

Develop effective professional relationships with colleagues

**Whole-school organisation, strategy and development**

Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision

Make a positive contribution to the wider life and ethos of the school

Escort pupils around the school quietly and safely

Ensure that pupils line up in the correct manner at the end of break and lunch.

**Health and safety**

Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policy

Look after children who are upset or have had accidents

Report all concerns and incidents on CPOMS

Undertake Emergency First Aid at Work and Paediatric First Aid training

**Professional development**

Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Undertake training in normal contractual hours to develop expertise and specialist skills

**Personal and professional conduct**

Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school

Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community

Respect individual differences and cultural diversity

Positively support the school’s policies, initiatives and plans

**Play Assistant responsibilities**

Facilitate games, sport and activities with pupils to improve the pupils’ health, fitness and wellbeing

Consistently engage with pupils in the playground at breaks and lunchtimes

Inform the Beyond the Classroom Leader when equipment or resources are broken and in need of replacing

Contribute ideas for playground games, sports and activities

Feedback to the Beyond the Classroom Leader on what has and has not worked in the playground

Attend meetings with the Beyond the Classroom Leader, about playground provision

Be a role model for all pupils in behaviour, attitude and communication

Engage pupils in purposeful play and fitness activities

Teach the skills needed to play specific games and activities

Help support children with their personal, social and emotional development needs

Monitor the behaviour of children at all times in conjunction with the school’s policy on behaviour

To be aware of and ensure that the school’s anti-bullying policy is followed

Support and follow the school’s first aid procedures

The Play Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

**Person specification**

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| criteria | qualities |
| **Qualifications and experience** | Experience of working with children  |
| **Skills and knowledge** |  Good organisational skills Ability to build effective working relationships with pupils and adultsExcellent verbal communication skills Active listening skills The ability to remain calm in stressful situations Knowledge of guidance and requirements around safeguarding children |
| **Personal qualities** | Enjoyment of working with childrenSensitivity and understanding, to help build good relationships with pupilsA commitment to getting the best outcomes for all pupils and promoting the ethos and values of the schoolCommitment to maintaining confidentiality at all timesCommitment to safeguarding pupil’s wellbeing and equalityA commitment to ensuring that every child can be the best they can be dailyThe ability to work as part of a teamThe ability to communicate effectively with individuals and groups of children, teachers and other members of the school communityThe ability to establish and maintain effective working relationships with teachers and other members of staffThe ability to accept guidance and direction from teachers, Teaching Assistants with Play Leader Responsibilities, the Beyond the Classroom Leader and the Senior Leadership TeamAwareness of the need to show respect and value pupils as individualsAn understanding of and commitment to inclusive educationA willingness to undertake paid training in normal contractual hours to develop job related skillsA sympathetic approach to parents and an understanding of the needs for confidentialityA commitment to the school and LEA Equal Opportunities PolicyBe prepared to work throughout the school with any age groupThe ability to adapt to differing environments within the school and to the needs of different childrenA commitment to respecting the confidentiality of pupil information and the ability to respond sensitively to pupils needsAn understanding of and a commitment to the aims of the school |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 16th June 2021

**Next review date:** 16th June 2022

**Headteacher/line manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_