



## JOB DESCRIPTION

### TEACHING ASSISTANT/PLAYWORKER

#### Purpose of job

#### **As Teaching Assistant**

To provide practical assistance to the class teacher in catering for the personal welfare and education needs of pupils. As far as possible to ensure a safe working environment for staff and pupils. To contribute to facilitating pupil access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards service objectives. This may, at times, mean that the Teaching Assistant has responsibility for managing different initiatives e.g. English intervention and other projects. Supporting pupils on the special educational needs register as required.

#### **As Playworker**

Under the general direction of the play coordinator, the play team member will be responsible for supervising and providing a stimulating play environment for children. The play team member may be asked to devise and deliver play activities appropriate to the ages and individual needs of children and which reflect and maintain the Playwork Principles.

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#### Specifically

1. Assisting the Teacher to prepare learning materials. To prepare the classroom equipment and computers for use by pupils ensuring that equipment or materials are suitable for the learning activities and prepare, design, adapt other materials where necessary.
2. Assisting the Teacher in the planning and delivery of class activities at prescribed Key Stage levels.

3. Assisting the teacher to supervise and support pupils' IEPs both indoors and outdoors. To contribute to observations and records on an individual's progress producing written reports where necessary.
4. To support the teaching of English and Maths by delivering activities and to work with individuals and small groups on specific activities that may be under the guidance of the Teacher or other lead person.
5. To contribute to the management of pupil behaviour.
6. To pass on information about pupils personal and educational needs to parents, the class teacher and other staff as appropriate. To contribute to team meetings and review meetings. To assist in the assessment, recording and reporting of pupil progress. Reporting to the Teacher and giving feedback to pupils on their progress.
7. To act as a mentor to other Teaching/Classroom Assistants.
8. To administer tasks and tests and to contribute to the assessment and reporting of the National Curriculum levels.
9. To organise and take part in school activities and events as required and to accompany and support children on outings from school as necessary.
10. To support the pupil in physical activities (e.g. PE, drama, etc) as required.
11. To ensure the physical welfare of pupils and to assist pupils with their physical needs as appropriate and agreed. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding and supporting the pupil during break and lunch times.
12. To undertake training and attend INSET days in accordance with contractual arrangements. To contribute to whole school policies.
13. Attending to minor accidents at school, where appropriate training has been

given, and supervising unwell children at the direction of the Head Teacher.

14. To maintain the health & safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your manager.

15. To support the school's/borough's equal opportunities policies.

16. To work with the play coordinator to devise and deliver a programme of activities which contributes to the day-to-day care, welfare and safety of children while in the school setting.

17. To be aware of the names of children and to take account of children's needs when devising a programme of activities.

18. To make the necessary preparations for play and lunchtime eg setting up the resources/space, preparing play activities and so on, which are appropriate to the ages of the children.

19. To provide the play coordinator with feedback or reports etc, as reasonably requested.

20. To attend team meetings and training opportunities – this will contribute to the play team member's professional development.

Other: Assisting with any other duties of a similar level of responsibility as required by the Head of School or Executive Headteacher.

DESIGNATION OF POST TO WHICH POSTHOLDER REPORTS:

Phase Leader