**Job details**

**Job title:** Teaching Assistant with Play Leader Responsibilities

**Salary:** Scale 3 Point 6

**Hours:** 32.5

**Contract type:** Full time, permanent

**Reporting to:** The Beyond the Classroom Leader, Class Teachers and the Senior Leadership Team

**Main purpose**

The Teaching Assistant with Play Leader Responsibilities will:

Work with class teachers to provide high quality learning experiences and raise the attainment of pupils

Promote pupils’ independence, self-esteem and social inclusion

Promote the school values, the school motto and a love of regular reading

Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

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**

**Teaching and learning**

Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)

Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities

Use effective behaviour management strategies consistently in line with the school’s policy and procedures

Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively using the school’s behaviour system to ensure a good and safe learning environment

Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment

Contribute to and create displays and learning environments in classes and around the school

Observe pupil performance and pass observations and feedback on to the class teacher

Supervise a class if the teacher is temporarily unavailable

Use ICT skills to advance pupils’ learning

Converse with class teachers daily about the learning for the day and week ahead and to evaluate the day’s learning

Resource the class at the beginning of the day and at the end of the day prepare for the following day

Undertake similar duties commensurate with the grade, provided that such duties are within the competency of the postholder

Undertake any other relevant duties given by the class teacher

**Planning**

Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role

Read and understand lesson plans shared prior to lessons, if available

Prepare the classroom for lessons

Plan how they will support the inclusion of pupils in the learning activities

**Working with colleagues and other relevant professionals**

Work collaboratively with the Class Teachers, 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

With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with

Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers

Collaborate and work with colleagues and other relevant professionals within and beyond the school

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

Cover staff where necessary, in any class, room or year group required

Escort pupils around the school quietly and safely

Attend the weekly staff briefing and any other meetings within designated working hours

Accompany children and teachers on educational visits and trips during contracted hours

**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

Actively participate in the school’s performance management scheme, meeting regularly with a line manager

Ensure that performance targets are set and met within agreed time scales

Visit other educational establishments, where directed, to observe and learn

Undertake other relevant training as identified with line manager at appraisal

**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 Leader 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

Where relevant, make the link from the classroom to the playground and then back to the classroom, continuing and extending the pupils’ learning

Inform the Beyond the Classroom Leader when equipment or resources are lost, broken or 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, during designated working hours, 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

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

Support and follow the school’s first aid procedures

The Teaching Assistant with Play Leader Responsibilities 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 literacy and numeracy skills  Good organisational skills  Ability to build effective working relationships with pupils and adults  Skills and expertise in understanding the needs of all pupils  Knowledge of how to help adapt and deliver support to meet individual needs  Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils  Excellent verbal communication skills  Active listening skills  The ability to remain calm in stressful situations  Knowledge of guidance and requirements around safeguarding children  Good ICT skills, particularly using ICT to support learning  Understanding of roles and responsibilities within the classroom and whole school context  Knowledge of how to support learners with SEND in accessing the curriculum |
| **Personal qualities** | Enjoyment of working with children  Sensitivity and understanding, to help build good relationships with pupils  A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school  Commitment to maintaining confidentiality at all times  Commitment to safeguarding pupil’s wellbeing and equality  A commitment to ensuring that every child can be the best they can be daily  The ability to work as part of a team  The ability to communicate effectively with individuals and groups of children, teachers and other members of the school community  The ability to establish and maintain effective working relationships with teachers and other members of staff  The ability to accept guidance and direction from teachers  The ability to distinguish between the roles and responsibilities of the teaching assistant and the class teacher  The ability to keep written records and support the development of pupil’s literacy and numeracy skills with confidence  Awareness of how pupils learn and the various factors which affect their learning  Awareness of the need to show respect and value pupils as individuals  An understanding of and commitment to inclusive education  A willingness to undertake paid training in normal contractual hours to develop job related skills  A sympathetic approach to parents and an understanding of the needs for confidentiality  A commitment to the school and LEA Equal Opportunities Policy  Be prepared to work throughout the school with any age group  The ability to adapt to differing environments within the school and to the needs of different children  A commitment to respecting the confidentiality of pupil information and the ability to respond sensitively to pupils needs  Awareness of the particular learning and physical needs of the pupils you support  An 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:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_