

Name:

Signature:

Date:

Post Title	Grade
Play Assistant	Grade 3

Reporting Relationships

Responsible to: Headteacher

Responsible for: N/A

Statement of Purpose

Under an agreed system of supervision, provide safe and stimulating care for children.

Support to Pupils

- Plan a range of suitable activities for children with an age range of 3-11 on a half-termly basis.
- Provide nutritional snacks for children.
- Provide a facility for children to do their homework.
- Ensure the welfare and safety of children within our care.
- Promote good behaviour with the group.
- Treat all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care.
- To act as a First Aider.
- Motivate and encourage the children to participate in activities.
- Liaise with Class Teachers and parents/guardians.
- Develop methods of promoting the children's self esteem.
- Encourage acceptance of children with special needs.
- Be ready at all times for emergency situations.
- Ensure a clean, tidy environment conducive to fostering good health and safety practice.
- Maintain up to date statutory and non-statutory policies and procedures required for the efficient running of the club.
- Ensuring the club is maintained to Ofsted standards of care.

Support to Other Staff

- Ensure all members of staff work together as a team.
- Guide other members of staff to meet the planned activities.
- Liaise with EYFS Practitioner.

Support Administration

- Be responsible for creating accurate invoices.
- Keep accurate records of attendance, and other relevant records (i.e.H&S).
- Keep parents informed of forthcoming events and activities.
- Order & purchase of Care Club food.

Professional Accountabilities (this list is not exhaustive)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the Trust's climate change vision.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the School's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

**Person Specification
Play Assistant**

Criteria	Measured by
Experience Working with children of relevant age.	A/I
Qualifications/Training - NVQ 2 equivalent qualification or experience in relevant discipline. - First Aid Training. - Basic numeracy and literacy skills.	A/I
Knowledge/Skills - Ability to work constructively as part of a team whilst being able to demonstrate initiative. - Ability to direct other adults. - Excellent interpersonal skills to be able to relate well to a wide range of people. - Good organising, planning and prioritising skills. - Understanding of relevant policies/ codes of practice. - Understanding the principals of child development and learning processes and in particular barriers to learning.	T/A/I
Behavioural Attributes - Child focused - Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. - Open, honest and an active listener - Takes responsibility and accountability - Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. - Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations - Is committed to the provision and improvement of quality service provision - Is adaptable to change/embraces and welcomes change. - Acts with pace and urgency being energetic, enthusiastic and decisive - Communicates effectively	T/A/I

• Has the ability to learn from experiences and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	
--	--

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***