JOB TITLE: Play Assistant

Pay Grade: H2

Purpose of Role: Support pupils with special educational needs (SEN) needs during lunchtime

Responsibilities:

- To assist in the planning and delivering of lunchtime activities, promoting inclusion, positive social interaction and physical development.
- Supervise pupils and safeguard their health, safety and welfare, taking into account pupils individual needs and abilities.
- Maintain a safe and positive environment for pupils to play.
- Assist pupils with play, social interaction and behavior.
- Encourage children to be resilient and independent and treat others with kindness and respect
- Administer first aid when appropriately trained and as required.
- Follow school policies and procedures on safeguarding, behavior management, health and safety, confidentiality and data protection.
- Report concerns about pupils welfare, safety or behavior promptly to the appropriate member of staff.

Equalities

Be aware of and support differences and ensure that the school's equalities and diversity policies are followed.

Disclosure and Barring Service:

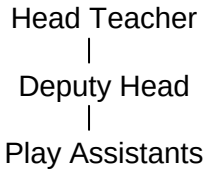
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service. If you are invited to an interview you will receive more information.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

*** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary and be willing to undertake any other duties commensurate with the grade.**

Organisation Chart



Supervision

The post holder is line managed by the Deputy Head with overall responsibility of the Headteacher

Job Context

The jobholder is one of a team of who deliver and support the pupils at lunchtimes.

The post holder is managed by the Deputy Head Teacher but may work with a range of staff undertaking lunchtime supervision.

The principal focus of the post is to guide the pupils during lunchtime developing their play skills and encouraging positive behaviour.

Contacts

Pupils
Staff members
Parents and visitors to the school

Knowledge, Experience and Training

Compassionate, patient and clam under pressure
Comfortable working with pupils who have a range of needs
Able to build positive relationships and communicate effectively
Observant, adaptable and able to follow guidance
Reliable, punctual and committed to the wellbeing of children

Problems and Decisions

Encouraging and helping children to be independent and make safe choices at lunchtime.
Escalating any concerns to the class teacher, designated safeguarding lead (DSL) other member of the senior leadership team

Dimensions

This work is mainly outdoors and sometimes indoors dealing with pupils.
May deal with pupil first aid and sanitary issues
This position may involve moving and carrying items of equipment throughout the session

PERSON SPECIFICATION
Play Assistant

Essential requirements	Desirable requirements
• Enjoys working with children • Good interpersonal skills • A calm and sensitive approach • Able to establish positive relationships with both pupils and staff • Ability to work on own initiative without supervision • Ability to work as part of a team • Good organisational skills • Ability to be flexible • Sense of humour • A commitment to safeguarding and promoting the welfare of children and young people • Understanding of the schools ethos, vision and values	• Experience of working with or caring for children in a school environment • Experience of working with or caring for children with special educational needs • Relevant NVQ/Play qualifications • Basic knowledge of First Aid • Knowledge of child protection issues • Knowledge of health and safety and welfare issues within a childcare environment