

Martins Wood Primary School

Job Description - Lunchtime Play Assistant

TITLE OF JOB :Lunchtime Play Assistant (EYFS, KS1, KS2(lower) or KS2 (upper))
GRADE :H2

1. JOB OUTLINE / REASON JOB EXISTS

To assist in the provision of a safe, stimulating and enriching environment for children at lunchtime in one of the four phases (departments) of the school under the direction of a Play Leader

DUTIES

- Deliver daily activities to encourage the children's all round development and enjoyment.
- To model positive interaction with pupils through play and creative activities.
- To liaise with teachers and other staff at the school and in particular the Play Leader for your phase.
- To work as part of a team of play assistants, ensuring that appropriate guidelines and school policies are strictly adhered to.
- To help organise and maintain appropriate resources.
- Responsible for the health and safety of children, including child protection issues which are brought to your attention during lunch time and recording of any accidents that might occur during the lunch break.
- Liaison and cooperation with the Dining Room Manager and his/her team who are responsible for the period when the children are in the Dining Room.

EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to play, learn and develop

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

DBS

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 DBS check is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

ADDITIONAL INFORMATION

The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

2. SUPERVISION

Accountable to the Play Leader for your phase on a regular basis to discuss any issues relating to the running of the lunch break.

Active supervision of pupils on a daily basis as allocated by the Play Leader.

3. JOB CONTEXT

The team you will be a part of will consist of yourself and other Play Assistants (the number will vary depending upon the age of the children). Your team will be led by a Play Leader. You will work in one of the four phases of the school – EYFS (nursery and reception children); KS1 (Y1 and Y2); Lower KS2 (Y3 and Y4) and Upper KS2 (Y5 and Y6). You will be accountable to the Play Leader for that phase which will consist of up to 180 pupils.

4. CONTACTS

Play Leaders
Dining Room Manager and Assistants
Catering Staff
Teachers
Assistant Headteachers
Headteacher
Administrative Staff
Parents/ Carers
Children

5. KNOWLEDGE, EXPERIENCE AND TRAINING

Ideally the successful candidate will have...

Level 2 Qualification in Playwork or equivalent.

Previous experience of providing care and activities within a childcare, play or educational environment.

Experience of planning and organising a programme of activities for children

Knowledge of child development and the role of play

Knowledge of Child Protection Issues

Knowledge of health and safety and welfare issues within a childcare environment.

Excellent interpersonal skills including the ability to develop effective relationship with children, staff and parents.

Qualified first aider

Candidates should not feel that they need to offer all of these skills or qualifications. The school is able to provide training for candidates who can demonstrate the potential to meet any shortfall in their qualifications to date.

6. PHYSICAL EFFORT

This job will require the moving and carrying items of equipment and play resources throughout the session. It is an active, "hands on" position.

7. WORKING ENVIRONMENT

This work is both indoors and outdoors with no real hazardous conditions apart from dealing with First Aid and sanitary issues with the children.

Approval – We confirm that the above conveys an accurate description of this job

Signed:.....

Headteacher

Date :