



Job Description: Active Play Coordinator / Teaching Assistant

School: St. Mildred's Primary Infant School
Grade: KS B
Responsible to: Head of School

Main Functions: To support the delivery of physical activity, while assisting with the wider academic curriculum and pupil well-being across the school. This role will be designed to support children's opportunities and experiences around sport and activities, alongside being classroom based within a Teaching Assistant role.

Purpose of job

- Plan and lead lunchtime activities, and potential after-school sports clubs to boost student participation.
- Help assist, coach, and transport school teams for local tournaments, sports days, and fixtures.
- Maintain, audit, and safely store all sports and playground equipment.
- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
- To support individual and small groups of children in the curriculum to accelerate their learning.
- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- To carry out specific administrative /procedural tasks to support the class teacher/PE lead.
- To be involved in the planning, development and delivery of intervention strategies. Specifically Fizzy and Sensory circuits.
- To observe and monitor pupils' progress and adapt agreed approaches to their particular needs.

- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet) and medical needs where appropriate.
- To assist in the maintenance of children's records.
- To promote and model the school's values of Honesty, Enjoyment, Achievement, Respect and Teamwork.

To undertake all of the following:

- Work as part of a team and assist the class teacher in ensuring quality education for the children.
- Be aware of and support school policies and procedures.
- Liaise and plan with the teacher to support pupils in their learning.
- Work or play with individuals/small groups of children by carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the class teacher.
- Assist the teacher by implementing advice and programmes of support provided by specialist outside agencies involved in the children's education. These may involve speech therapists, educational psychologists, specialist teachers for learning and communication and physiotherapists.
- Help to develop and adapt appropriate resources and materials such as visual prompts to support children's specific needs and implement agreed strategies to enable them to access the learning environment and progress with their learning
- Maintain accurate records of interventions.
- Supervise individual pupils during break times when required
- To support the pupil in developing social skills in and out of the classroom.
- To support the use of ICT in learning activities and with specific programmes to support learning.
- Report any concerns regarding children's welfare or education, to the class teacher.
- Be aware of safeguarding responsibilities, referring any matters to the appropriate designated person for further action.
- Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with maintaining good behaviour throughout the school at all times, following the school's Behaviour and Relationship policy and procedures.
- Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- Assist with the preparation of resources e.g. photocopying, filing of work, making games and the creation and mounting of displays for children's work.
- Attend appropriate staff meetings and training days/events as requested.

Wider contribution

Examples of this would be:

- Attend and assist at school events e.g. parents evenings, festivals, Summer and Christmas fairs.

Other responsibilities

Any other duties required by the teacher or Head within the scope of this post. The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.