



Introduction

This document outlines the purpose of the job for a **Play Leader and Teaching Assistant** at our school.

Our school is governed by our Christian School Values which were chosen by all members of the school community: Trust, Forgiveness, Friendship, Thankfulness and Peace. These values underpin the daily diet of the whole school community.

- All members of the school community are **trusted** by all those within the school community to deliver the very best for the children in all that they do
- Things will go wrong. There is a quiet acceptance of this deployed throughout the school and the opportunity to move on and learn from this, demonstrated through the value of **forgiveness**.
- All members are **thankful** for the community to which we belong and demonstrates this accordingly
- We learn in **peace**. We accept that we all learn in different ways and have different needs that require accommodation
- We learn in **friendship**; supporting each other to achieve to our very best potential at all times.

Play Leader, Kent Range

Purpose of the Job: To plan the play of and supervise pupils during the break and lunch period, providing a range of play, educational and social activities to enhance pupil wellbeing and contributing to the management of pupil behaviour.

Key duties and responsibilities

1. To initiate, facilitate and encourage pupil participation in a varied programme of group play / games / activities.
2. To prepare, utilise and tidy away a range of equipment, materials and resources to provide innovative / creative activities which engage and motivate children.
3. To assist pupils as required during the break and lunch period to ensure their wellbeing.
4. To encourage positive interaction and play between pupils to promote inclusion and sharing.
5. To encourage good behaviour in accordance with agreed school behaviour policies and playground rules
6. To report any incidents to the class teacher to ensure continuity / communication between the playground and the classroom.
7. To work safely and encourage safe behaviour from children, demonstrating an awareness of health and safety regulations.
8. To provide first aid treatment, recording any accidents that occur in accordance with school procedure.
9. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



Additional Teaching Assistant responsibilities:

Purpose of the Job:

To work with teachers to support teaching and learning 1:1 to a designated pupil under the direction, guidance and direct supervision of the classroom teacher.

Key duties and responsibilities:

1. Work with a designated child together with small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
2. Support 1:1 pupil to understand instructions, support independent learning and inclusion of all pupils
3. Support the teacher in behaviour management and keeping the designated pupil on task
4. Support 1:1 pupil in social and emotional well-being, reporting problems to the teacher as appropriate
5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

Teaching Assistants in this role may also undertake some or all of the following:

1. Record basic pupil data
2. Support children's learning through play
3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Invigilate exams and tests
7. Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
8. Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher

