GENERIC JOB DESCRIPTION

POST TITLE: Teaching and Play Assistant
POST NO:
GRADE: Grade 6

CONTRACTUAL ARRANGEMENTS:

ACCOUNTABLE TO:

PURPOSE OF THE JOB

- To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability
- To work with and support children with a variety of academic, physical and emotional/behavioural needs on a class, group or individual basis
- To lead learning-centred play activities at lunchtimes and break times

KEY ACCOUNTABILITIES

1. To work with individuals or groups of children, as directed by the class teacher and/or SENCo, to support subjects and learning across the whole curriculum (according to the requirements of the school, this may include the supervision of a classroom for periods of time);

2. To establish supportive, caring and secure relationships with the child/ children, promoting respect, self-esteem and a positive, inclusive whole school ethos;

3. To develop knowledge and understanding of specific academic, physical and emotional/behavioural needs of individuals and groups of children and respond to them effectively;

4. To assist the class teacher/SENCo with the planning, development and delivery of suitable programmes of work for pupils (i.e. Individual Education Plans), including those with specific learning needs and/or a statement of Special Educational Needs;

5. To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the children in using them;

6. To help, support and motivate the children, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;

7. To contribute to monitoring and recording pupils' progress, maintaining records and providing relevant feedback to teachers;

8. To lead play activities for children at lunchtimes and break times, ensuring that children learn through play and that achievements are recorded and fed back to teachers;

9. To provide welfare support to the children, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required;

10. As directed by the Class Teacher or SENCO, to liaise with outside agencies, where appropriate, in respect of individual children;

11. To assist with general school duties. These may include:
    a. Setting up classrooms, preparing resources and displays and tidying and clearing away
    b. Supervision of children during playtimes
    c. Supervision of children entering and leaving school premises

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.