

Job Title:	Teaching Assistant and After School Club Play Assistant
Salary:	Grade 3 pt 4 (£25,185 pro rata)
Hours:	16 hours per week. Mon to Thurs 1:20pm to 5:20pm (term time only)
Closing Date:	19 th May 2025
Interview Date:	TBC
Start Date:	ASAP

JOB DESCRIPTION

Main purpose

- Teaching Assistant: To assist and support teaching staff with their responsibilities, providing high quality teaching and learning experience for all young people enabling them to reach their full potential.
- Play Assistant: To assist and support our after-school play leader at the school's wrap around care facility

Teaching Assistant

General Duties

- Support and promote the values, ethos and culture of the school.
- Shared responsibility for a class, group or individual as directed by the Head Teacher or Class Teacher
- Lead by example, modelling good behaviour and conduct
- The supervision of the activities of a class, group or individual child to ensure their safety and facilitate their physical and emotional development.
- Undertake activities to meet the physical and emotional needs of a class, group or child including those with special educational learning, physical and emotional needs
- Undertake activities to foster the intellectual and social development of children.
- Monitor individual children or groups and report any problems and concerns to the Class Teacher
- Assist the teaching staff in the planning and delivery of work programmes for individuals and groups of children
- Review the progress of individuals or groups with the class teacher and other colleagues.
- Be aware of curriculum developments, teaching practices and make a professional contribution to the staff team.
- Respond to Safeguarding concerns promptly and in accordance with the schools safeguarding policy and handbook. It is your responsibility to inform the class teacher of any safeguarding concerns and report these to the Designated Safeguarding Lead or Deputy Safeguarding Leads promptly.
- Be aware of and take appropriate action to ensure the safety of children, colleagues and other adults in accordance with the schools' policies and procedures and Health & Safety Legislation.
- Attend training and disseminate learning to colleagues as appropriate

After School Club Assistant

General Duties

- Assist in the day-to-day organization of the after-school club
- To support the play leader in organising a range of leisure activities for the children attending the club
- To assist in providing a caring, secure environment through individual attention and group activities
- To provide and welcoming, stimulating, safe play environment
- To act in accordance with staff policies and practices
- To undertake any training as it becomes necessary
- To undertake other duties and responsibilities, on occasion, of an equivalent nature, as determined by the headteacher and Play Leader

Health and Safety

- To ensure that activities are carried out in a safe and responsible manner
- To assist in the preparation of food provision adhering to food hygiene and practice
- To ensure that good hygiene standards are maintained at all times
- To deal with injuries and emergencies and follow the proper procedures
- To ensure that every child is collected by the appropriate adult
- To ensure the school's safeguarding and child protection standards are upheld

Communication

- To liaise with parents at the point of collecting in a helpful and supportive manner
- To listen to children and talk to them about any worries or concerns

Person Specification

- A warm and friendly, approachable person with good interpersonal skills and the ability to communicate with and relate to children and young people
- General understanding of the principles of play
- The ability to work with challenging behaviour
- A non-judgmental and inclusive approach
- Strong team player
- Adaptable, flexible and open to change
- Committed to equal opportunities
- Patience and tolerance
- Creativity and flexibility

Qualifications and training

Essential	Desirable
<ul style="list-style-type: none">• At least a level 2 NVQ or equivalent work experience working in a classroom/play assistant• The ambition to work towards further qualifications	<ul style="list-style-type: none">• A current first aid certificate (although training will be given)

Skills and training

Essential	Desirable
<ul style="list-style-type: none">• An understanding of good quality childcare• The ability to meet children's individual needs• The ability to work as part of a team	<ul style="list-style-type: none">• Confidence in using a range of computer programmes, including Microsoft Office and similar software

<ul style="list-style-type: none"> • The ability to work on own initiative • The ability to communicate at all levels • Awareness of equal opportunities issues • Awareness of health and safety issues • Good organisation skills 	<ul style="list-style-type: none"> • Knowledge of health and safety practices • Knowledge of safeguarding practices
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