

DURHAM TRINITY SCHOOL & SPORTS COLLEGE

JOB TITLE: Play Assistant

GRADE: Grade 2

HOURS: 10.30am – 1.30pm Monday-Friday term time

RESPONSIBLE TO: Headteacher/OPAL Co-ordinator

THE ROLE:

Under the general direction of the OPAL Co-ordinator the Play Assistant will be responsible for supervising and providing a stimulating play environment for children. The Play Assistant will be asked to devise and deliver play activities appropriate to the age and individual needs of children and which reflect and maintain the OPAL Principles.

SPECIFIC RESPONSIBILITIES FOR THE POST:

- To work with the OPAL Co-ordinator to devise and deliver a programme of activities which contributes to the day to day care, welfare and safety of children whilst in the school setting.
- To be aware of the names of children and to take account of children's needs when devising a programme of activities.
- To make the necessary preparations for childcare eg setting up the resources/space, preparing play activities and so forth appropriate to the age of child.
- To be aware of Child Protection procedures, to understand the necessary protocols and to communicate any concerns immediately to the OPAL Co-ordinator.
- To provide the OPAL Co-ordinator with feedback of reports etc as reasonable requested.
- The postholder will be expected to act as an adult role model and support school policies when dealing with pupils or visitors to the school.

GENERAL EXPECTATIONS OF ALL SUPPORT STAFF:

Staff will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage staff and students to follow this example

- Follow school policy regarding care, support and supervision of students
- Attend training and development activities and courses, ensuring continuing, personal and professional development
- Contribute to a welcoming school culture by promoting mutual respect for all
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description
- Work as a team member
- Act as a role model to students in speech, dress, behaviour and attitude
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction

DUTIES AND RESPONSIBILITIES OF ALL SUPPORT STAFF:

All support staff will:

- Support and encourage colleagues at all levels within the school
- Promote the school's stated ethos and support the school's policies
- Contribute to and implement the annual School Improvement Plan and agreed policies
- Support and assist the progress of student learning
- Take responsibility for their own professional development
- Contribute to the development of work policies as appropriate
- Attend and contribute to appropriate meetings and professional development activities
- Take an active part in the school's self-evaluation process
- Promote good behaviour and positive attitudes at all times
- Support school activities as appropriate
- Undertake whatever other duties might reasonably be requested by the Head or Line Manager

- To maintain accident records as required

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.