

The Heights Primary



Job Specification – Playground Assistant

Reports to: Karen Edwards, Headteacher

Hours: 12.10pm to 1.25pm; hours may vary from time to time; term time only.

Main Purpose:

Supporting the pupils in the playground at lunchtime making a positive impact on their behaviour.

Key Responsibilities:

Support for the pupils at play

- Work with other staff to supervise and support pupils in the playground, ensuring their safety.
- Lead the pupils in the establishment of suitable activities. Assist pupils with play equipment/resources.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Encourage pupils to interact politely and positively with others.
- Promote the inclusion and acceptance of all pupils.
- Support the teaching staff in managing pupil behaviour, reporting difficulties as appropriate.
- Encourage pupils to act independently and make good decisions.
- Report accidents and complete accident form if necessary.

Support for the school

- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Help promote positive behaviour management.
- Appreciate and support the role of other staff and professionals.
- Be proactive in matters of health and safety.
- To undertake training as necessary in Health and Safety, First Aid, Safeguarding and any other relevant training.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Undertake any other duties of a similar nature as required by the Headteacher.

Pay

- Pay will be pro rata, dependent on actual hours worked.

The responsibilities within this job specification may be changed from time to time.