

Great Barford Primary Academy

Job Description for Level 3 Play Assistant - Wrap Around Care

Job Title:	Play Assistant	Grade: 3B
Responsible to:	Play Leader and Headteacher	
Responsible for:	Planning for and leading the delivery of care and activities within the wrap around care provision under the supervision of the Play leader/Headteacher	
Purpose of Job:	To provide safe, high quality education and care to young children to support their learning and development and to ensure their safety.	

Duties and Responsibilities

Main duties:

1. To ensure the setting is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times.
2. To plan and record as requested and led by the play leader.
3. To prepare and set up activities from planning information and supervise appropriate stimulating activities.
4. To actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of play activities and to promote and support the inclusion of all pupils in the learning activities in which they are involved.
5. To clean up following all activities and leave the room tidy at the end of the session.
6. To help assess and systematically record pupils' progress and achievements and act as a Key worker to a small group of children, with responsibility for keeping the individual record file for each of the children up to date.
7. To prepare snacks and drinks.
8. To assist in the personal hygiene of children as necessary.
9. Under agreed school procedures, to give first aid/medicine where necessary and assist with programmes of special care such as speech therapy or physiotherapy under the direction of the appropriate specialist.
10. To liaise with and encourage the participation and involvement of all parents and carers of children attending the setting.
11. To advise the play leader of any concerns, accidents/incidents, ensuring confidentiality at all times, in line with safeguarding expectations.

Support for the school

1. To work collaboratively with colleagues as part of a professional team, working at all times within the school's policies and procedures.
2. To work in other areas of the school as directed by the play leader or headteacher.

3. To support the aims and values of our Church of England school.
4. To attend STAFF INSET and undertake training and development activities as required.
5. To actively participate in appraisal arrangements.
6. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
7. To adhere to the Keeping Children Safe in Education document and school safeguarding policy
8. To undertake any other duties as directed by the play leader or headteacher.

Signed.....

Date.....