Classroom Assistant & Play Assistant (Grade 4)

Job Description

Key Responsibilities

Pupil Support and Engagement

• Encourage participation and the development of independence in the classroom and/or playground.

• Support pupils confidence, wellbeing and experiences through positive interactions in the classroom and/or playground.

Play and Classroom Activity Provision

• Encourage positive behaviour and support the social and emotional development of pupils during play and classroom activity times.

• Support pupils to participate in a range of enjoyable, age-appropriate activities, adapting these to meet the needs and interests of children in the classroom and/or playground..

• Ensure play equipment is available, safe and suitable for use, and that it is checked, collected and stored appropriately after activities.

• Maintain simple records of pupil participation in activities where required.

- Promote and encourage constructive play among pupils.

• Contribute suggestions to the Headteacher regarding the development of play opportunities and the purchase of equipment or materials.

Behaviour and Culture in the classroom and/or playground.

• Support the implementation of behaviour management strategies in line with the school's behaviour policy in the classroom and/or playground..

• Help maintain a safe, calm and purposeful environment for pupils in the classroom and/or playground..

• Follow safeguarding procedures at all times and maintain appropriate confidentiality.

Classroom and Resource Support

• Encourage positive behaviour and support the social and emotional development of pupils.

Assist with the preparation and organisation of materials and resources used in classroom activities.

• Maintain classroom materials and shared resource areas, including cataloguing, organising, tidying and storing resources and equipment.

Administrative and Professional Responsibilities

• Participate in relevant training and continuing professional development as required.

• Undertake general clerical or support duties appropriate to the role and grade, as directed.

• Carry out other duties appropriate to the level of the post, as reasonably required.