

**The Polygon School**  
**Job description**

**Name:**

**Post:** **Teaching and Play Assistant** Grade 6 (32.5 hours per week term time only)

**Overall accountable to:** Head teacher

**Directly accountable to:** Senior Support Assistant ( Grade 7) and allocated Class teacher

**Purpose of the job:** To support play activities, teaching and learning of pupils with social, emotional and behavioural difficulties

**Date:**

**Key Accountabilities:**

- ❖ To assist and support the teachers in the delivery of the curriculum ensuring all pupils access the curriculum and learn to the best of their ability.
- ❖ To work with and support pupils with a variety of academic, physical and emotional or behavioural needs
- ❖ To lead learning centred play activities at break and lunchtime

**Main duties**

1. Assist teachers in the delivery of all areas of the curriculum and work co-operatively and constructively with all staff, visiting specialists, parents, carers and other agencies in supporting pupils.
2. Assist the teacher by joining in with the activities of the pupils, support assessment and help maintain effective record keeping
3. Work with the individual pupils and small groups under the direction of, but not always in the presence of the teacher
4. To lead learning centred activities such as cooperative play during the social periods at break and lunchtime.
5. Contribute to the preparation of reports and reviews, school display boards and other communication aids as directed by the teacher
6. Attend and contribute to regular and planned staff meetings and any others as necessary
7. Attend and contribute to in-service training and professional development opportunities
8. Take responsibility for the welfare and personal hygiene of pupils and take account of any safeguarding issues, reporting them in writing to a member of the school safeguarding team on the same day of concern
9. Assist in meeting emotional needs of the pupils
10. Effectively supervise and manage pupils behaviour throughout the entire school day, including lunch time (or as hours allow) in accordance with school policies and individual behaviour management plans
11. Following training and in accordance with school policy, carry out planned physical intervention procedures as detailed in a pupils' IBP
12. Attend to individual pupils health and medical needs including the administration of medication as required
13. Provide a safe and secure environment within school and during out of school activities
14. Provide support for visiting students/volunteers and welcome and support parents/visitors
15. Undertake general classroom/school activities as requested
16. Respect the confidentiality of all information relating to pupils and their needs
17. Be prepared to work in any area of the school necessary to support the needs of pupils
18. Undertake other reasonable duties as shall be requested by the Head teacher after consultation with the post holder

*These duties may be reviewed and amended in consultation with the post holder in the light of any changes/priorities identified within the school*

**Signed** .....

**Date** .....