



## **Playtime and Classroom Assistant**

### **Springfield Junior School**

We are looking for an enthusiastic, conscientious, self-motivated flexible and committed individual to join our team.

We are proud of our inclusive school and are keen to find someone who will fit into our hard working and friendly staff team. Our ideal candidate will be able to build strong relationships and have high expectations for every child and a strong commitment to learning and improving the lives of our pupils. The candidate will be resilient, calm, kind and able to use their initiative as well as displaying strong behaviour management skills. They will also need to be committed to their own professional development.

The successful applicant will be; hard working, enthusiastic and flexible with high standards. They will possess a 'can do' attitude and be willing to support the activities of the school. The ability to work with a range of people is essential and they must be able to act on own initiative, dealing with any unexpected problems that arise. Willingness to participate in further training and development opportunities offered by the school and QEGSMAT, to further develop knowledge and understanding of the role, are essential.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please apply using the Kickstart application form that can be found on our QEGSMAT website - [www.qegsmat.com/kickstart-scheme](http://www.qegsmat.com/kickstart-scheme)

**Closing date for applications: 28/02/2021**

**Provisional Interview date: To be confirmed**

**Actual Salary: National Minimum Wage**



## **JOB DESCRIPTION**

<b>Post Title:</b>	Playtime and Classroom Assistant
<b>Responsible to:</b>	Headteacher
<b>Scale:</b>	National Minimum Wage
<b>Working pattern:</b>	9am – 3pm including 1 hour of breaks per day

---

### **Duties and Responsibilities:**

- Work alongside class teachers and TA's to support in classes as needed, listening to readers/ enabling children to release some energy if required/ supporting in lessons or in small groups if appropriate to do so.
- Help with displays and classroom management alongside any administration tasks needed for that class such as shredding, laminating, copying, filing and organising as needed.
- Support and contribute to the school's responsibility for safeguarding children.
- Support in providing a welcoming, positive, well organised, safe learning environment conducive to learning.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- 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.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Assist with the supervision of pupils out of lesson times

### **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- To maintain an awareness of Safeguarding Children initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;

- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.