



June 2018

## JOB DESCRIPTION

<b>Authority: West Berkshire Council</b>	<b>Department/Division: Education</b>
<b>Post Reference No:</b>	<b>Location: Purley Primary School</b>
<b>Job Title: Lunchtime Sport and Play Assistant</b>	<b>Grade/Salary Range: Grade B £1,873 per annum and term time only</b>
<b>Hours: 12:00 to 13:00</b>	<b>5 hours per week</b>
<b>Start date:</b>	<b>June 2018</b>

### JOB PURPOSE

To provide fun and interesting sporting activities for children during lunch times.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

This is a post within the structure of Purley Primary School. It is directly supervised by the Midday Supervisor and the Headteacher.

### MAIN DUTIES AND RESPONSIBILITIES

#### PLANNING AND DELIVERY OF ACTIVITIES

- Prepare sporting activities and clear away afterwards
- Organise and safely manage the activities
- Discuss, with teachers, regarding the development of activities and support programmes for pupils
- Communicate effectively and sensitively with pupils
- Promote and support the inclusion of all pupils in the activities in which they are involved
- Use behaviour strategies in line with the school's policy and procedures which contribute to a purposeful environment
- Bullying or harassment issues are dealt with appropriately as they arise in conjunction with the Teacher/Support Staff team
- Ensure pupils are able to access necessary equipment
- To work with individuals or groups
- Support pupils to develop a positive sense of themselves and a tolerance of the needs of others
- Encourage team work
- Encourage personal best
- Introduce pupils to a variety of different activities and sports/sporting skills

#### PROFESSIONAL VALUES & PRACTICE

- Have high expectations of all pupils and assist the promotion/reinforcement of pupils self esteem

- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary
- Attend meetings and training courses to promote professional development
- Work in collaboration with outside agencies e.g. Pre School Councillors, Educational Psychologists etc
- Promote the inclusion and acceptance of all pupils
- Support the medical needs of children
- Maintain confidentiality about home-school / pupil-teacher / school work matters.
- Be aware of / follow school policies and procedure
- Create, maintain and develop the school's Christian ethos by acting as a positive role model.

#### **GENERAL**

- Maintain a safe environment for pupils, staff and visitors to the school
- Provide welfare support for pupils

#### **ADDITIONAL**

- Undertake any other duties that reasonably fall within the position of the post and which the Headteacher may allocate.

#### **SCOPE OF JOB (Budgetary/Resource control, impact)**

**No supervisory responsibilities**

**No responsibility for the budget**

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>		<p>Level 1 sports qualification</p> <p>Awareness of school security regulations</p> <p>Awareness of basic Health and Safety principles.</p> <p>Paediatric First Aid Certificate</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Experience of working with or caring for children of relevant age.</p> <p>Knowledge of basic first aid</p> <p>Knowledge and understanding of the relevant health and safety requirements.</p> <p>Able to relate well to adults and pupils of relevant age.</p> <p>Able to handle behaviour problems in a positive manner and report any problems.</p> <p>Able to provide appropriate welfare support to pupils and respond sensitively.</p> <p>Able to engage with children and encourage constructive play.</p> <p>Able to work constructively as part of a team</p> <p>Physically able to move tables and chairs.</p>	<p>Understanding of children's playground culture.</p>
<b>Work-related Personal Requirements</b>	<p>Friendly and approachable</p> <p>Able to work as part of a team</p> <p>Committed to equality of opportunity.</p> <p>Participate in training and development activities</p>	<p>Willing to assist with activities.</p>
<b>Other Work Requirements</b>	<p>A mature flexible approach</p> <p>The ability to command respect.</p>	