



## JOB DESCRIPTION

<b>Post title</b>	Playground Assistant
<b>Hours</b>	07:15 – 13:15 Monday to Friday in term time only
<b>Reports to</b>	Operations Manager (Prep)/Head of Prep School Learning Support
<b>Responsible to</b>	Deputy Head Co-Curricular & Operations/Bursar
<b>Safeguarding:</b>	<p>Forest School is committed to safeguarding and promoting the welfare of children.</p> <p>The postholder will be required to:</p> <ul style="list-style-type: none"><li>• Complete an Enhanced Disclosure and Barring Check (DBS).</li><li>• Complete Child Protection Training.</li><li>• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact</li></ul>
<b>Job Purpose</b>	Playground Assistants in the Preparatory School work under the direction of the Operations Manager of the Preparatory School and the Head of Learning Support and provide assistance to pupils and staff at Breakfast Club, morning drop-off, through the school morning and at lunchtime, as below.

Their duties are:

### Main responsibilities

- 1) Assisting with the supervision of Breakfast Club and/or School arrival time ('Kiss and drop')
- 2) Providing care and support for pupils, encouraging play activities and building positive relationships
- 3) Supervising pupils on site throughout the before-school, break and lunchtime periods, for example, in the dining room encouraging good manners as well as in the playground
- 4) Being proactive and visible, circulating around the whole play area
- 5) Liaising with teaching staff on play equipment, both out in the playground and on wet days in whatever area(s) is/are designated for use
- 6) Ensuring that all equipment is given out, collected systematically and that the equipment store is locked

- 7) Maintaining safety, welfare and discipline of pupils throughout the lunchtime period under the direction of the Deputy Head Co-Curricular & Operations, including in the playground, or on wet days, such areas of the school as may be designated for use
- 8) Attending to any minor injuries and reporting same as directed, seeking immediate assistance for more serious injuries and ensuring all incidents are logged in the accident book
- 9) Reporting any concerns about pupils to a pupil's Form Teacher or the Deputy Head Pastoral
- 10) Working with Classroom and Teaching Assistants and being available for cover, if required
- 11) Attending a half termly meeting with the Senior Deputy Head of the Preparatory School
- 12) Carrying out any reasonable additional duties as directed by the Operations Manager (Prep) and Prep School Leadership if within the scope and spirit of this job description.

## Support for the School

- 1) To 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
- 2) To attend and contribute to staff meetings and other such School functions as may be required by the Head of the Preparatory School
- 3) To participate in the School's appraisal process and INSET as deemed appropriate for professional development
- 4) To undertake any additional responsibilities and duties which may reasonably be required of you by the Head of the Preparatory School, e.g. co-curricular activities, playground supervision duties etc.

## Pastoral

- 1) To promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact
- 2) To be familiar with the School's health and safety guidance and be responsible for personal health and safety and that of the pupils
- 3) To maintain positive links with parents through regular communication and to alert the Deputy Head Pastoral to any concerns relating to pupil safeguarding or wellbeing
- 4) To manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the School's Behaviour Policy
- 5) To encourage positive relationships between pupils and to act according to the school's Anti-Bullying Policy and Child Protection Policy
- 6) To make a positive and proactive contribution to the wider life of the Preparatory School by delivering clubs

## Forest School's Policy and Procedure

- 1) The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations
- 2) If over time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

## PERSON SPECIFICATION

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	Essential	Desirable
<b>Qualifications</b>		
(Paediatric) first aid qualification – <i>training will be provided</i>		√
<b>Experience</b>		
Working with or caring for pupils of relevant age	√	
<b>Knowledge</b>		
Understanding of relevant policies/codes of practice and awareness of relevant legislation	√	
Commitment to and understanding of Equal Opportunities	√	
Basic understanding of child development and learning	√	
Basic food hygiene	√	
Appropriate knowledge of first aid	√	
Basic understanding of Health & Safety	√	
<b>Skills</b>		
Commitment to the protection and safeguarding of children and young people.	√	
Confidence in dealing with young people, maintaining discipline, motivation and ensuring wellbeing of children including acting on bullying	√	
Ability to self-evaluate learning needs and actively seek learning opportunities	√	
Ability to always maintain confidentiality	√	
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these	√	
Ability to promote school when talking to visitors, colleagues and members of the community	√	