

Great Barford Church of England Primary Academy

'Growing together through learning, friendship and worship'



Great Barford Primary Academy

Job Description

Job Title: Part-time Early Years Play Assistant (level 2 equivalent or above) – Fixed term in the first instance (Three days/week)

Reports to: Headteacher and Assistant Headteacher

Salary Range: Level 2A Point 4

Date: January 2024

Main Purpose:

- To work collaboratively and constructively as a member of the EYFS and whole school team.
- To promote the ethos and values of our Church of England school.
- To collaboratively support the progress and attainment of our children within the EYFS curriculum.
- To share in the corporate responsibility for the well-being and individual needs of all pupils.
- To hold up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people.

Nursery Practitioner's Professional Duties.

The professional duties of a Play Assistant shall include:

Teaching and Learning

1. To work with the team, using the knowledge of school policies, the Early Years curriculum requirements for the Nursery age range.
2. Keep up to date of new research and policy.
3. To support allocated children through observing, teaching and outcome, completing the learning cycle.
4. Delivering activities and support to achieve progression of learning through:
 - Setting up the environment and offer support that challenges pupils and ensures high levels of interest

Great Barford Church of England Primary Academy
Silver Street, Great Barford Beds, MK44 3HZ Tel: 01234 870342 E-mail:admin@gbpa.org.uk

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- Demonstrating high expectations for all children, setting clear targets and building on prior attainment.
- Identifying and supporting SEND or very able pupils by collaboratively working with the SEND team.
- Providing clear opportunities for learning, maintaining pace, motivation and challenge.
- Making effective use of assessment.
- Keep accurate, up to date and clear records of children's attainment and progress.
- Use an online assessment tool to ensure all requirements of recording and reporting are completed.
- Ensuring effective interactions and best use of available time.
- Maintaining discipline in accordance with the school's policies and procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and home learning.
- Using a variety of engaging teaching methods:
 - a. Including planning for effective progression and use of appropriate and challenging vocabulary.
 - b. Using effective questioning and providing opportunities for assessment for learning.
 - c. Providing positive feedback and clear next steps.
 - d. Selecting appropriate learning resources and encouraging independent learning through choice and challenge.
- Ensuring children acquire and consolidate knowledge, skills and understanding.
- Evaluating own interactions to improve effectiveness.
- Paying due regard to Local and National agenda which contribute to the shaping of the school vision.
- Support resilience and independence.
- Model, promote and encourage our school values, teaching children to take responsibility for themselves, resources and our environment.
- Work as a member of the team, sharing information, ideas and expertise.
- Help to maintain a stimulating, informative environment displaying and valuing children's achievements.
- Maintain high standards of conduct and discipline, being fully aware of the responsibilities linked to Safeguarding and Child Protection.
- Be flexible and willing to assume additional responsibilities, when deemed appropriate by the Headteacher, in line with the Pay and Conditions Document.
- Attend weekly briefing meeting, all INSET days and staff meetings when appropriate.

Safeguarding

To have, and maintain, up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people.

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Communication

- Establish good relationships with parents and carers to promote children's learning and achievement.
- Input into the preparation of informative and high-quality reports for parents/carers online reporting system.
- Provide and contribute to oral and written assessments, reports and reviews relating to individual pupils and groups of pupils; e.g. in the context of SEND.
- Attend and take a constructive part in team meetings, Inset days and other school training sessions.
- Be responsible for keeping up to date with school notices and bulletins.
- Ensure that all accidents and behavioural incidents are properly recorded and reported according to school policy.
- Set high standards of punctuality, to be in the setting to greet the children at the start of teaching sessions.
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Professional Responsibility

- Participate in arrangements for performance related appraisal.
- Participate in arrangements for further training and professional development.
- Participate in termly supervision meetings with a member of the SLT.

Whole School Commitment

- To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in the school.
- To support and assist in the development of school policies.
- To undertake, with all other members of staff, general responsibilities concerned with the day-to-day running of the school e.g. playground duties.

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