



Job Description

Duties Assistant

The Pointer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Duties Assistant

Summary of the role	The post holder will undertake the role of duties assistant, covering playtime, lunchtime and PE duties.
Working Hours	09:45 – 17:15
Working Days	Monday to Friday, during term time only. INSET days are normal working days.
Line Manager	Head TA
Salary	£19,000 per annum, fixed-term contract expiring in July 2026

Main Duties and Responsibilities

- Assisting in playtime duties
- Assisting in lunchtime duties
- Assisting in PE/swimming lessons
- Assisting in covering walks to the sports ground
- Assisting with school trips

To work with and support members of the teaching staff in ensuring that pupils receive the highest possible standards of care and education, becoming safe, secure and successful. This may involve:

- Being aware of child protection issues, identifying and monitoring suspected child abuse and children at risk, reporting to the designated child protection officer;
- Ensuring that pupils are safe and happy in the school environment (actively working to promote child protection);
- Producing and maintaining a welcoming and stimulating environment;
- Encouraging pupils to work and play independently;
- Working closely to support children with additional needs to help them to access the curriculum;
- Maintaining strong home/school links- keeping notes in reading records etc;
- Helping on school trips as required;
- Carrying out administrative tasks and maintaining appropriate records;
- Supervising/leading group activities within lessons;
- Running or assisting on one extracurricular afterschool club each week;
- Assisting in playtime/ lunch duties as requested by line manager;
- Assisting in PE/swimming lessons as requested by line manager.



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You may also be required to undertake such other comparable duties as the Head requires from time to time.