



## Job Description

<b>Job Title:</b>	Welfare Assistant
<b>Level of Duties:</b>	Level 1
<b>Job Term:</b>	Permanent
<b>Contract Terms:</b>	6.25 hrs per week Term Time Only
<b>Grade/Salary:</b>	B - £22,366 - £22,737 pro-rata (pay award pending)
<b>Closing Date:</b>	Monday 11 <sup>th</sup> November 2024 by 12:00 noon

### Job Purpose

1. To work with and supervise individuals and groups of children, under the direction / supervision of teaching / senior staff.
2. To support access to dining facilities and recreational activities, inclusive of physical and general care.
3. To create and maintain a safe learning environment for pupils
4. To support the school in the management of pupils at lunchtimes.
5. To supervise designated areas by following the rules set out in the Behaviour Policy and reporting unruly behaviour.
6. To raise concerns regarding safeguarding, behaviour, wellbeing and safety
7. To deal with minor problems and report any persistent unruly behaviour to class teacher/line manager.
8. To ensure children leave the dining hall in a tidy condition by giving the necessary guidance.
9. To administer first aid and record treatments/accidents/incidents.
10. To ensure basic food safety hygiene is followed.

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## **Support for Pupils**

1. Establish good working relationships with pupils acting as a role model and being aware of and responding appropriately to individual needs.
2. To ensure that all pupils have equal access to recreational and dining activities.
3. To provide support to pupils, including those with special needs, ensuring their safety and access to recreational activities and dining facilities. This will include supporting the children in intimate care.
4. To encourage pupils to act independently as appropriate.
5. To promote inclusion and acceptance of all pupils in recreational and dining areas by encouraging them to interact with each other and to engage in social activities.
6. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.

## **Support for Teachers / Colleagues**

1. To support colleagues in the safer handling of pupils in line with School Policy as and when required.
2. To support staff in managing pupil behaviour during recreational and dining activities in line with the school policy.
3. To gather/report basic information from/to teachers/SLT as directed.
4. To report pupil behavioural issues in agreed format.
5. To undertake basic pupil record keeping as directed.
6. To prepare recreational/dining areas and equipment and assist pupils in their use.

## **General**

1. To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to class teacher/line manager.
2. To work as part of a team and support the role of other people in the team.
3. To contribute to the overall work and ethos of the school.
4. To attend and participate in meetings as required.
5. To undertake personal development through training and other learning activities.

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## **Common Core of Skills and Knowledge for the Children's Workforce**

The common core covers six themes:

1. Effective communication and engagement
2. Child development
3. Safeguarding and promoting the welfare of the child
4. Supporting transitions
5. Multi-agency working
6. Sharing information

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# Person Specification

## Welfare Assistant

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	To be identified by: (e.g. application form, interview, reference etc.)
<b>Qualifications</b>		
Relevant Child Care qualification (or equivalent)	D	A
Good standard of written & verbal communication in English & Maths	E	A/I/T
First Aid Qualified	D	A/I
<b>Experience</b>		
Experience of working with children	E	A/I/R
Experience of working with children with special educational needs	D	A
<b>Knowledge/skills/abilities</b>		
Ability to relate well to children	E	A/I
Ability to work as part of a team	E	A/I/R
Good communication skills	E	A/I
Knowledge of the concept of confidentiality	E	I
Basic knowledge of First Aid	D	A/I
Ability to use relevant equipment	D	A
Flexible attitude to work	E	I
Good verbal and written communication skills in English	E	I
Ability to speak another language other than English – please specify languages you can speak on your application form	D	I
Knowledge and understanding of safeguarding and child protection procedures	E	A/I

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<b>Other</b>		
Commitment to undertake training and professional development	E	A/I
Commitment to promoting the safety and wellbeing of children and young people	E	A/I
Maintain professionalism and have high standards of conduct	E	A/I

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***Please demonstrate on the application form how you meet the essential and desirable criteria. Describe how your skills, experience, knowledge and training would enable you to meet the requirements within the person specification.***

Under the references section on your application form applicants are required to provide two referees who can give an opinion on professional work experience. Please provide the names and addresses of two referees who we could contact on your application form. One should be your **current employer** (or if you are not currently employed, your last employer). If you are a school leaver, one of your referees should be your head teacher. If you have not been employed and it is some time since you left school, please give referees who are not relatives.

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