

JOB DESCRIPTION

Job Title	Welfare Assistant
Grade	Grade 3 (SCP 3 - 4)
Reports to	Head of School
Location	Comberbach Nursery & Primary School

Main Purpose of the Role

To provide 1-to-1 and small group support in a classroom or resource provision focusing on the physical, social, emotional, and personal care needs of the pupils. The role will work under the direction of senior staff to implement individualised care plans, foster independence, and ensure a safe, inclusive learning environment.

Key Responsibilities

Area	Responsibilities
Supporting Learning	<ul style="list-style-type: none"> • Tailored Learning: Under the direction of the teacher, implement tailored learning plans, deliver targeted interventions and targeted therapy plans including Education, Health and Care Plans (EHCP) • Independence: Encourage the pupils to engage, learn, and interact confidently within the school environment. • Multi-Agency Working: Liaise with visiting professionals (e.g., Speech and Language Therapists, Educational Psychologists) to embed recommended interventions
Pupil Wellbeing and Care	<ul style="list-style-type: none"> • Personal Care: Provide continuity of adult care, which may include emotional support, co-regulation strategies, and physical/intimate care where required • Medical & Welfare: The role may be required to administer prescribed medications, respond to medical emergencies, and manage Individual Health Care Plans (IHCP) in accordance with school policies

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Area	Responsibilities
	<ul style="list-style-type: none"> • Safeguarding: Comply with all safeguarding and child protection policies, reporting any concerns promptly, ensuring the safety and wellbeing of pupils • Support and Inclusion: Build positive, empathetic relationships with the pupils, supporting their social and emotional development and helping them manage emotions or anxiety, supporting them to integrate into mainstream classes, monitoring their participation and progress
Classroom and Resources	<ul style="list-style-type: none"> • Work under the guidance of the class teacher to adapt learning materials, set up specialised equipment, and facilitate the pupil's access to learning and the curriculum • Maintain a clean, tidy, and safe resource provision or classroom environment, ensuring hazards are mitigated
Communication and Collaboration	<ul style="list-style-type: none"> • Relay pupil care information to teaching staff for updating of school records • Attend staff meetings, training, development work, and staff reviews as required • To be willing to support playground/break time supervision • Assist with the escorting of pupils on educational and recreational visits

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education (GCSEs or equivalent in English and Maths) • Willingness to undertake relevant training and development 	<ul style="list-style-type: none"> • Level 2 or Level 3 Certificate in Supporting Teaching and Learning in Schools
Experience	<ul style="list-style-type: none"> • Experience working or volunteering with children (in a school or similar setting) 	<ul style="list-style-type: none"> • Experience working with children with special educational needs

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Criteria	Essential	Desirable
	<ul style="list-style-type: none"> • Experience supporting children's learning and wellbeing 	<ul style="list-style-type: none"> • Experience in a school environment
Skills and Knowledge	<ul style="list-style-type: none"> • Understanding of safeguarding and child protection procedures • Ability to establish positive relationships with pupils, families and staff • Good organisational skills • Ability to maintain confidentiality at all times • Ability to work as part of a team and follow instructions 	<ul style="list-style-type: none"> • Knowledge of the curriculum and assessment processes • Basic ICT skills • Strong understanding of the specific SEND profiles supported by the provision • Basic knowledge of first aid • Paediatric First Aid
Personal Qualities	<ul style="list-style-type: none"> • Friendly, approachable, and professional manner • High levels of patience and empathy • Commitment to equality, diversity and promoting the values and ethos of the school • Commitment to health and safety • High expectations for all pupils • Ability to act as a positive role model • Flexible and adaptable approach 	<ul style="list-style-type: none"> • Positive attitude and resilience • Commitment to ongoing professional development

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may reasonably be expected within the scope and grade of the post.

Safeguarding

Weaver Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check and other safeguarding checks as appropriate. This post is exempt from the Rehabilitation of Offenders Act

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Equal Opportunities

Weaver Trust Limited is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

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