



Elworth Hall Primary School

Inspire, Nurture, Achieve

Lawton Way, Elworth, Sandbach, CW11 1TE

Head Teacher: Leona Lockett

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10.09.2026

JOB DESCRIPTION

JOB TITLE	Welfare Assistant (Primary)	JOB REF NO	AAAD5026
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BASIC JOB PURPOSE

To work under the direct instruction of teaching staff/teaching assistants and to assist with the general welfare and care of pupils in relation to pupils physical, social and emotional needs and development.

NO	MAIN RESPONSIBILITIES
1.	Attend to the personal, social and physical needs of pupils as required.
2.	Under the direct supervision of the teacher or other staff, assist individual or groups of pupils in the classroom and ensure their safety and well being.
3.	Assist with the escorting of pupils on educational and recreational visits.
4.	Help pupils to transfer to and from their transport and escort them to designated area
5.	Relay pupil care information to teaching staff for updating of schools records.
6.	Carry out washing/laundry and cleaning of equipment duties
7.	Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.
8.	Display and present the pupils' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
9.	Attend staff and other meetings and participate in staff training development work and staff reviews as required

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.