

## Grade Profile – Welfare Assistant (Grade1)

<b>POST TITLE:</b>	Welfare Assistant
<b>GRADE:</b>	Grade 1 FLW
<b>CAR USER:</b>	No
<b>LOCATION:</b>	Moorside C P Academy
<b>RESPONSIBLE TO:</b>	School Business Manager and Head Teacher
<b>STAFF RESPONSIBLE FOR:</b>	None
<b>JOB PURPOSE: The main objectives to be achieved by the Postholder</b>	
To secure the safety, welfare and good conduct of pupils during the midday break period.	
<b>Main Activities: What the Postholder will actually do What prescribed duties the Postholder will have</b>	
<ul style="list-style-type: none"> <li>• Ensure the children have all that they need;</li> <li>• Supervise pupils eating their dinners and assisting where needed;</li> <li>• Positively manage the behaviour of pupils while they eat their meals;</li> <li>• Keep pupils out of classrooms when they should be outside;</li> <li>• Control the behaviour of pupils in the playground by follow the school behaviour policy, reporting incidents to the learning mentor or head teacher;</li> <li>• Deal with accidents in the playground or dining area;</li> <li>• Keep pupils occupied when they have to stay indoors;</li> <li>• Report incidents/issues effectively at the end of dinners to class staff;</li> <li>• Report any safeguarding concerns immediately to one of the DSL team.</li> </ul>	
<b>Note:</b>	<b>In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</b>

### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is

available on request. Moorside Community Primary Academy has a Handling of DBS Certificate Information Policy this is available from the recruiting manager to applicants who are asked to complete a DBS application.