



## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **WELFARE ASSISTANT**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE:**

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### **JOB SUMMARY:**

1. Ensure the safety, welfare and good conduct, either individually or as part of a team, of pupils at lunchtimes and during the midday break period.
2. Comply with Health and Safety standards.

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1. Main Tasks**

- 1.1 Control the behaviour and conduct of pupils whilst they eat their lunch.
- 1.2 Refer matters to senior teaching staff where necessary.
- 1.3 Ensure pupils follow rules of hygiene carefully i.e. washing hands before eating.
- 1.4 Supervise the eating of lunch, maintain discipline, and encourage pupils to eat their meal.
- 1.5 In the event of any spillage, take necessary action immediately to avoid possible accidents.
- 1.6 Supervise the play/free time period of pupils throughout the lunch period.
- 1.7 Ensure that where more than one sitting is required involving pupils coming in from playgrounds or classrooms and others going out to playgrounds or into classrooms, there is no period when the playground or dining room is left unsupervised.
- 1.8 Take reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others.
- 1.9 Support the pupils in the playground and follow school Policy/procedures in relation to keeping healthy and staying safe.
- 1.10 Follow the agreed School code of conduct as well as the policy and procedures for child protection and the safeguarding of their welfare at all times.
- 1.11 Assist in the tidying up and cleaning of dining areas, classrooms (if used for dining) and playgrounds after lunchtime.

## **2. General**

- 2.1 Work within school policies and procedures.
- 2.2 Contribute to the provision of an effective environment for learning.
- 2.3 Support the promotion of positive relationships for parents and outside agencies.
- 2.4 Attend skill training and participate in personal/performance development as required.
- 2.5 Take care of own and other people's health and safety.
- 2.6 Be aware of the confidential nature of issues.

## **3. Other Responsibilities**

- 3.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 3.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 3.3 Contribute to the wider life of the Trust and the Star community.
- 3.4 Carry out any such duties as may be reasonably required by the Trust.

## **4. Records Management**

- 4.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



Star

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### PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	None required.			
<b>EXPERIENCE</b>				
2.	Working with children.	E	✓	✓
<b>KNOWLEDGE</b>				
3.	Understanding of and ability to implement Health and Safety standards in an educational environment.	E	✓	✓
4.	Understanding of importance of the school meal for pupils and the importance of the midday break as a social and educational period.	E	✓	✓
<b>SKILLS / ABILITIES</b>				
5.	Ability to deal with pupils in a fair, patient and firm manner.	E	✓	✓
6.	Ability to liaise with both the support staff and teaching staff at the school and to work with others as a team.	E	✓	✓
7.	Ability to act accordingly when advice or assistance is needed to meet pupil needs.	E	✓	✓
8.	Ability to communicate effectively on all levels, including ability to understand and apply instructions from the Senior Leadership Team on the supervision and control of pupils.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
9.	Willingness to be flexible.	E	✓	✓
10.	Work in a confidential manner.	E	✓	✓
11.	Work independently.	E	✓	✓
12.	Willing to undertake additional training.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
13.	Self-motivated.	E	✓	✓
14.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
15.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
16.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
17.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
18.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
19.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
20.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓