

Job Title:	Welfare Assistant
Grade:	B Actual salary £9.65 Per hour
Hours	Term Time plus inset days (39 weeks) 7.5 hours per week (12:45 – 14:15 Monday – Friday)
Reporting to:	Catering Manager

JOB DESCRIPTION

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 support the school in the management of students during lunch times.

Support for Students/Parents:

1. Establish good working relationships with students 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 students, including those with special needs, ensuring their safety and access to recreational activities and dining facilities.
4. To encourage students to act independently as appropriate.
5. To promote inclusion and acceptance of all students in recreational and dining areas by encouraging them to interact with each other and to engage in social activities.

Support for Teachers/Colleagues:

1. To support colleagues in the restraint of students in line with the School Policy as and when required.
2. To support staff in managing student behaviour during recreational and dining activities in line with School Policy.
3. To gather/report basic information from/to teaching staff as directed
4. To report pupil behavioural issues in agreed format
5. To prepare recreational/dining areas and equipment and assist pupils in their use.

Support for School:

1. To liaise between staff as required.

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 a nomination person.
2. To work as part of a team and support the role of other people in the team.
3. To undertake personal development through training and other learning activities including performance management, as required.
4. Support the current Social Inclusion and Raising Achievement Agendas.

Note:

This 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 changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

PERSON SPECIFICATION

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NO	CATEGORIES	Essential/ Desirable
QUALIFICATIONS AND TRAINING		
1	Basic First Aid Training	D
2	GCSE Maths & English -A* - C or equivalent	D
KNOWLEDGE, SKILLS AND ABILITY		
3	Knowledge and understanding of how children develop, learn and play	D
4	Knowledge of understanding of procedures that ensure student safety	E
EXPERIENCE		
5	Experience of working with children on a voluntary or paid basis.	E
6	Experience of working in a school.	D
PERSONAL QUALITIES & ATTRIBUTES		
7	Have a calm approach.	E
8	Be flexible and adaptable.	E
9	The ability to work as part of a team and be able to respond positively to events/challenges.	E
10	Excellent interpersonal skills.	E
11	Ability to establish good working relationships with staff, students and parents.	D
12	Well-motivated and work with minimum supervision	E
13	Willingness to undertake training and learn new skills	E
SAFEGUARDING AND EQUAL OPPORTUNITY		
14	To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures details in the Trust's Safeguarding Policy.	E