Job Description

Job Role: Welfare Assistant

Level of duties: Level 1

Grade and salary: Band B, SCP 3

Hours: 6.25 hours per week, part-time, term-time only

Responsible to: Headteacher or designated line manager

Job purpose

To supervise and support pupils during lunchtime, ensuring their safety, wellbeing and inclusion in dining and recreational activities. To help create a calm, caring and enjoyable lunchtime environment.

Support for pupils

- Supervise pupils in the dining hall, playground and other designated areas.
- Help children with meals, encourage good manners and independence, and keep dining areas tidy.
- Encourage positive play and friendships so all pupils feel included.
- Support pupils with additional needs, including personal care where required, following school procedures and relevant training.
- Promote good behaviour, help resolve minor disagreements and report concerns to the appropriate member of staff.
- Give first aid within the limits of training and record accidents and treatment.

Support for colleagues

- Share relevant information about pupils' behaviour, wellbeing and safety.
- Prepare dining and play areas and equipment, follow food hygiene procedures and report hazards.

General responsibilities

- Follow school policies, including safeguarding, health and safety, behaviour and confidentiality.
- Report safeguarding concerns promptly to the designated safeguarding lead or deputy.
- Work as part of a team and support the school's Catholic ethos.
- Attend relevant meetings and training as required.

Person Specification – Welfare Assistant

E = Essential D = Desirable A = Application

I = Interview R = References T = Task, where used

Criteria	E / D	Assessment
Qualifications and experience		
Experience of working with children	D	A / I / R
Good standard of written and verbal communication	E	A / I / T
Relevant Childcare qualification (or equivalent)	D	A
First aid qualified	D	A / I
Knowledge and skills		
Ability to build positive, respectful relationships with children	E	A / I
Ability to work as part of a team	E	A / I / R
Good communication skills	E	A / I
Understanding of confidentiality	E	I
Knowledge and understanding of safeguarding and child protection procedures relevant to the role	E	A / I
Basic knowledge of first aid	D	A / I
Ability to use relevant play, dining or other equipment safely	D	A / I
Personal qualities and commitments		
A warm, patient, caring and inclusive approach to pupils	E	A / I / R
Reliability, punctuality, flexibility and ability to use initiative appropriately	E	A / I / R
Ability to maintain professionalism and have high standards of conduct	E	A / I
Commitment to training and professional development	E	A / I
Commitment to children's safety and wellbeing and high standards of professional conduct	E	A / I / R
Willingness to support the school's Catholic ethos and model kindness and respect	E	A / I