

<b>JOB TITLE</b>	Welfare Assistant (Primary)				
<b>RESPONSIBLE TO</b>	Headteacher				
<b>SUPERVISES</b>	N/A				
<b>GRADE</b>	3	Hours	15	Weeks	38

### 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.

### MAIN RESPONSIBILITIES

1	Attend to the personal, social and physical needs of pupils including washing, toileting, assisting with feeding, bathing, dressing and undressing pupils.
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 school 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
10	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager
11	To actively promote the safeguarding and welfare of pupils at all times
12	Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher/CEO from time to time, up to or at a level consistent with the Main Responsibilities of the job.

**Person specification**

<b>CRITERIA</b>	<b>QUALITIES</b>
<b>Qualifications and training</b>	Literacy and numeracy
<b>Experience</b>	Previous work with children or other vulnerable groups to support their care and welfare
<b>Knowledge</b>	An understanding of care/welfare routines for pupils with varying degrees of physical and learning difficulties including: An understanding of classroom routines. Knowledge of individual feeding techniques, toileting programmes etc. Manual Handling techniques. Communication techniques e.g. Makaton, PECS
<b>Skills</b>	Provide respectful and dignified care to a high standard where pupils are dependent on the jobholder for all personal needs. To assist the pupils in the development of self-reliance and independence.
<b>Personal qualities</b>	Able to lead by example asserting an enthusiastic approach to care and learning activities, to praise and encourage pupils and provide recognition of their progress  To determine when to intervene with pupils for care and welfare issues

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 14<sup>th</sup> November 2024

**Next review date:** TBC



**Headteacher/line manager's signature:** \_\_\_\_\_