**Welfare Staff Job Description – Lydiate Primary and Nursery School**

Welfare Staff Duties: Responsible to: **Office Manager/Assistant Headteachers**

 Job Purpose: To ensure the safety and good behaviour of all pupils during break time and to assist them in acquiring good practices at lunch time in line with School Policies. Welfare staff are expected to ensure that behaviour both inside school and on the playground is exemplary. We offer pupils a safe haven where they know and understand the expectations. Everyone is treated equally and is encouraged to make positive choices. Welfare staff are expected to follow all Covid procedures and policies and adapt to any changes in routines.

 **Summary of Duties:**

 • To safeguard all pupils and to follow the schools safeguarding procedures reporting any concerns to the Designated Safeguarding Lead.

\*to assist with the supervision of children's washing of hands before the meal and the orderly entry of children into the Dining Hall

\* to supervise with handwashing at the end of lunchtime where appropriate.

\*All pupils should be encouraged to dine in a sociable manner and to use cutlery appropriately.

• to supervise pupils in the dining halls/classrooms including general advice on table manners and procedures, e.g. correct use of knife and fork, returning plates and cutlery etc.

Within the dining hall, pupils are served with their meal and they walk to their places to eat with their friends. Welfare are to encourage the children to be clean and tidy. At the end of the meal, Welfare Staff clear the tables. Pupils take their trays, placing waste and cutlery in the designated places and return to their zone and wait to be dismissed as a class under supervision.

Lunchtime supervisors wipe down tables, and clear up where required.

• To ensure that pupils have access to drinks

• To work co-operatively with kitchen staff and the wider welfare team.

 • To patrol and supervise pupils in playground areas and on school premises during the lunch hour ensuring good behaviour at all times.

* It is the duty of welfare staff to ensure that pupils are supervised at all times. During playtime, welfare staff should interact with the children and encourage them to play appropriately. Welfare Staff are trained in the school behaviour policy and practices and should follow it consistently.

• To assist in appropriate indoor class activities in wet weather

• To relay any information to class teachers regarding accidents/incidents that may have occurred at lunch time.

• Resolving any problems that may arise regarding pupil discipline.

• To complete any accident forms that may be required

 • Cleaning of spillages; ensuring tables are clean; following school first aid procedures

• Reporting any serious incidents directly to the Head /Assistant Headteachers

• To take part in any training provided for welfare staff

* Organising hall and seating arrangements for dinners, liaising with kitchen staff and teachers

• Organising wet weather supervision

* To promote good manners and respect by leading by example.

• Reporting to the Head teacher/Deputy on a regular basis regarding lunch time welfare arrangements.

 This job description may be amended at any time in the light of changing circumstances as and when necessary.

Similar tasks may also be reasonably expected of you as and when necessary.