



## Merefield School

Post Title:	Welfare Assistant <b>Permanent</b>
Hours:	10 Hours per week, term time only
Grade:	Band C SCP 3 - 4
Job evaluation No.	A3385
Accountable to:	Headteacher and the Governing Body
Line Manager:	Deputy Headteacher

### Job Description Welfare Assistant.

Merefield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This role is classified as 'Regulated Activity'. It is a criminal offence to apply for this role if you are barred from working with children or adults. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and relevant care/safeguarding legislation and appointment will only be confirmed if a satisfactory Enhanced Disclosure is obtained from the Disclosure & Barring Service (DBS). A Barred List Check will be carried out prior to any offer of employment being made.

<b>Job Purpose</b>	Responsible under the direction of the Head teacher, individually or as a member of a team for securing the safety, welfare and good conduct of pupils during the midday break period in accordance with established practices and procedures.
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### MAIN DUTIES

<b>Welfare Assistant</b>	<ul style="list-style-type: none"> <li>To prepare the dining hall ready for lunch settings</li> <li>To assist teaching staff with supervision of washing of hands before the meal and the orderly entry of children into the dining hall.</li> <li>To encourage appropriate behaviour from the pupils following Individual Behaviour Plan (I.B.P.) as appropriate.</li> <li>To assist pupils with their individual eating/feeding programmes and to be aware of pupils' special dietary requirements. Encourage as much independence as possible.</li> <li>To escort pupils back to class and supervise with staff until end of lunch session.</li> <li>To be involved in playground duty/or 'wet play' activities following pupil's Individual Education Plan (I.E.P.) as appropriate.</li> <li>Ancillary associated duties, e.g. cleaning up spillages, ensuring tables are clean also individual specialist chairs are clean</li> <li>To follow the school's guidelines for Health &amp; Safety and Child Protection / Safeguarding.</li> </ul> <p>The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated.</p>
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Name:

Signed:

Date:

**Merefield School**  
**Person Specification: Welfare Assistant**

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a school setting</li> <li>• Understanding of SEN and inclusion               <ul style="list-style-type: none"> <li>○ Understanding of Behaviour Strategies</li> </ul> </li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication with young people</li> <li>• Ability to develop effective relationships with staff and students.</li> <li>• Ability to work as part of a team.</li> <li>• Understand confidentiality.</li> <li>• Patience</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Keen conscientious worker.</li> <li>• Pleasant helpful attitude.</li> <li>• Positive and optimistic.</li> <li>• Sense of humour.</li> <li>• High standards for self, colleagues and student, particularly with regard to discretion and confidentiality.</li> <li>• Genuine interest in and enthusiasm for the education of children with SEN.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Excellent attendance.</li> </ul>	
<b>Behaviour Management</b>	<ul style="list-style-type: none"> <li>• Manage pupil's behaviour effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.</li> <li>• Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.</li> </ul>	
<b>Personal and professional qualities</b>	<ul style="list-style-type: none"> <li>• To comply with school routines and protocols as written and intended.</li> <li>• To communicate effectively and willingly with all School stakeholders.</li> <li>• To demonstrate awareness of the need to promote and protect the School's profile and reputation</li> <li>• Commitment to continuous professional development</li> <li>• Displays commitment to the protection and safeguarding of children and young people. Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li> </ul>	

**Signed (Welfare Assistant):**

**Date:**

**Signed (Headteacher):**

**Date:**

**Review Date:**