



St. Philip's C.E Primary School

JOB DESCRIPTION: Welfare Assistant

Job Title/Post: Welfare Assistant (Temporary)

Salary: Grade B Point 2

Hours: 5 hours - Term Time only

Accountable to: Head Teacher

The appointment is with the Governing Body of the School as employer under the terms of the National Society Contract. It is also subject to current conditions of employment of school teachers, contained in The School Teacher's Pay and Conditions Document and other current educational and employment legislation.

Job Purpose:

To care and supervise children during lunchtime period.

1. Christian Ethos

To work with the Head Teacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.

- 1.1 To attend, take part in and lead acts of collective worship in accordance with the Governing Body's policy.
- 1.2 To implement the policy of the Governing Body on Religious Education in accordance with the trust deed.
- 1.3 To ensure that pupils have a safe and caring environment both in school and on out of school activities.
- 1.4 To foster good relationships with all members of the school and local community including parents.
- 1.5 To promote the school and all it stands for on all occasions.
- 1.6 To celebrate the successes of the school at every opportunity.
- 1.7 To act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
- 1.8 To perform, in accordance with any directions which may reasonably be given by the Head Teacher, such particular duties as may be assigned.

JOB PURPOSE

Under the instruction/guidance of appropriate senior staff, be responsible for the children's care and safety during the lunch time period.

MAIN DUTIES

Supervise infant and junior children at meal times in the school hall, classrooms (wet play) and outdoor areas.

Give basic first aid to the children as and when required.

To implement the school behaviour policy during the lunchtime period.

To work as part of the lunchtime team and to support colleagues where appropriate.

To provide general care and welfare to children.

To help the children organise games and help them play appropriately.

To supervise and control groups of children.

To contribute to the maintenance of a safe environment for the children.

To undertake any other duties that the headteacher may deem reasonably appropriate to the role of lunchtime staff.

Support for the School/Organisation

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school's ethos, aims and development / improvement plan.

Work as part of a team appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

This job description may be reviewed at the end of the academic year or earlier if necessary. It may only be amended following consultation with you.