



**Our Lady Star of the Sea Catholic Primary School
Lunchtime Welfare Assistant**

“Shining in the light of Jesus as we learn, grow and love.”

Post: Welfare Assistant

The Post holder will be accountable to the Assistant Headteacher and through them to the HT and governing body.

The duties outlined in this job description may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

JOB PURPOSE

- To supervise and be accountable for the welfare of all children during the lunch period including assisting in the supervision of children within the toilets, dining hall and classrooms;
- To pour water/drinks and ensure that pupils have access to drinks;
- To work co-operatively with the kitchen staff;
- To encourage purposeful play within a happy stimulating environment;
- To actively encourage high standards of behaviour at lunchtime including table manners, turn taking in games and the correct use of cutlery;
- To patrol and supervise pupils in playground areas and on school premises before and after lunch, ensuring good behavior at all times;
- To assist in appropriate indoor activities in wet weather;
- To administer first aid to children who are unwell or injured;
- Cleaning of spillages; ensuring tables are clean; following first aid procedures;
- Resolving any problems that may arise regarding pupil discipline;
- Reporting any serious incidents directly to the Head/ Assistant Heads;
- To keep class teachers and the SMT fully informed of any first aid, friendship or behaviour issues;
- To ensure that all Child protection and Health and Safety Regulations are adhered to;
- Attend staff and other meetings and participate in staff training development work and staff reviews as required;
- To assist with any other duties as from time to time which may be allocated by the Headteacher or AHTs commensurate with the grading/responsibility of the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The job description may be amended at any time following discussion between the Headteacher and staff member and will be reviewed annually.

Welfare Assistant Person Specification	Essential (E) or Desirable (D)
Skills <ul style="list-style-type: none"> • Ability to work effectively within a team environment. • Ability to build effective working relationships with all pupils and colleagues • Ability to promote a positive ethos and role model positive attributes 	<p style="text-align: center;">E E E</p>
Knowledge and Understanding <ul style="list-style-type: none"> • Basic awareness of inclusion, especially within a school setting • Experience of working with and/or caring for children (with specified age range) • Above within an educational setting 	<p style="text-align: center;">E E D</p>
Qualifications and Training <ul style="list-style-type: none"> • Willingness to participate in relevant training and development opportunities • First Aid qualification • Play leader training 	<p style="text-align: center;">E D D</p>
Professional Values and Practice Must be able to demonstrate the following: <ul style="list-style-type: none"> • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration • Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work • Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice • Able to improve their own practice through observations, evaluation and discussion with colleagues 	<p style="text-align: center;">E</p>