

Job Profile

Job Title	<i>Welfare Assistant</i>
Job Role	Behaviour and Guidance Support
Level of Duties	Level 1a
Grade	Grade B, SCP 1 - 3

Job Purpose

1. To work with and supervise individuals and groups of children, under the direction / supervision of teaching / senior staff
2. To support access to dining facilities and recreational activities, inclusive of physical and general care
3. To support the school in the management of pupils at lunchtimes

Support for Pupils / Parents

1. Establish good working relationships with pupils acting as a role model and being aware of and responding appropriately to individual needs
2. To ensure that all pupils have equal access to recreational and dining activities
3. To provide support to pupils, including those with special needs, ensuring their safety and access to recreational activities and dining facilities. This will include supporting the children in intimate care.
4. To encourage pupils to act independently as appropriate
5. To promote inclusion and acceptance of all pupils in recreational and dining areas by encouraging them to interact with each other and to engage in social activities.

Support for Teachers / Colleagues

1. To support colleagues in the restraint of pupils in line with School Policy as and when required
2. To support staff in managing pupil behaviour during recreational and dining activities in line with the school policy
3. To gather/report basic information from/to parents/carers as directed
4. To report pupil behavioural issues in agreed format
5. To undertake basic pupil record keeping as directed.
6. To prepare recreational/dining areas and equipment and assist pupils in their use

Support for School

'Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as it's number one priority. This commitment to robust recruitment, selection and induction procedure is shared by all staff and volunteers of Newfield School.'

1. To liaise between parents/staff as required, e.g. support at hearings, meetings

General

1. To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
2. To work as part of a team and support the role of other people in the team
3. To undertake personal development through training and other learning activities including performance management, as required.
4. Support the current Social Inclusion and Raising Achievement Agendas

Common Core of Skills and Knowledge for the Children's Workforce

The common core covers six themes:

1. Effective communication and engagement with children, young people, parents and carers
2. Child and young person development
3. Safeguarding and promoting the welfare of the child
4. Supporting transitions
5. Multi-agency working
6. Sharing information

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Person Specification

Welfare Assistant

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	To be identified by: (e.g. application form, interview, reference etc.)
Qualifications Relevant Child Care qualification (or equivalent)	D	A
Experience Experience of working with children with special educational needs	D	A/I/R
Knowledge/skills/abilities Ability to relate well to children	E	A/I
Ability to work as part of a team	E	A/I/R
Good communication skills	E	A/I
Knowledge of the concept of confidentiality	E	I
Basic knowledge of First Aid	D	A/I
Ability to use relevant equipment	D	A
Flexible attitude to work	E	I
Good verbal and written communication skills in English	E	I
Ability to speak another language other than English – please specify languages you can speak on your application form	D	I
Other Commitment to undertake training and professional development	E	A/I

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