**Lancashire County Council**

**Grade Profile – Welfare Assistant (Grade 1)**

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| **POST TITLE:**  | Welfare Assistant  |
| **GRADE:**  | Grade 1 |
| **CAR USER:**  | N/A |
| **LOCATION:**  | Briercliffe Primary School  |
| **RESPONSIBLE TO:**  | Headteacher through the Senior Midday Supervisor  |
| **STAFF RESPONSIBLE FOR:**  | None  |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder**  |
| To secure the safety, welfare and good conduct of pupils during the midday break period.  |
|  **MAIN What the Postholder will actually do**  **ACTIVITIES What prescribed duties the postholder will have**  |
| * **Supervise pupils eating their lunches and help with the ‘clean up’ process;**
* **Support the organisation of the lunch rota**
* **Promote positive table manners and positive behaviour of pupils while they eat their lunches;**
* **Organise activities and play games with children during playtimes;**
* **Promote positive behaviour of pupils in the playground, hall and around school;**
* **Support pupils in-line with the school’s behaviour policy;**
* **Deal with accidents in the playground or dining area, administering first aid and completing records and letters to parents as appropriate;**
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| **Note:**  | **In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.**  |

# Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

# Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Attendance

# Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.