

Astley Park School



Welfare Assistant

Job Description & Person Specification

2024

Lancashire County Council

Role Profile – Operational Context Form

Post title: Welfare Assistant – SEND (Grade 1)					
Grade:	Grade 1	Staff responsibility:	No	Essential Car user:	No
Scope of Role To secure the safety, welfare and good conduct of pupils during the midday break period.					
Accountabilities/Responsibilities – appropriate for this post: <ol style="list-style-type: none">1. To escort the pupil(s) and respond to the needs of the pupil(s) in relation to mobility and personal needs;2. To follow the School's Behaviour Policy;3. To establish positive relationships with pupils;4. Supervise pupil(s) eating their meal and prevent them from taking food outside the dining area;5. Be proactive in preventing poor behaviour from escalating and in keeping children engaged in productive play; Keep pupil(s) out of classrooms, toilets etc when they should be outside;6. Supervise children at lunchtime play;7. Deal with accidents in the playground or dining area and report in line with school procedures;8. Keep young pupil(s) occupied when they have to stay indoors;9. Work co-operatively as part of the school team;10. Ensure children's safety is maintained at all times;11. Walk pupils to/from the playground to the dinner hall in an orderly manner12. To work within school policies and procedures13. To take care of their own and other people's health and safety					
Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.				
Prepared by:	Schools HR Team	Date:	01/02/2023		

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.

Lancashire County Council

Person specification form		
Post title: Welfare Assistant	Grade: 1	
Directorate: Children and Young People	Post number:	
Establishment or team: Astley Park School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
Qualifications Current First Aid Certificate	D	I, AF
Experience Ability to communicate with adults and children. Candidates should have experience of working with children in a school environment (voluntary experience is acceptable). A warm and welcoming manner. Ability to maintain records. First aid.	E E E E D	AF, I, R AF, I, R AF, I, R AF, I, R AF, I, R
Knowledge, skills and abilities Ability to work independently or as part of a team. Ability to relate positively to children and adults. To maintain confidentiality at all times. The ability to give advice/instruction in a helpful, professional manner. To show care and compassion for those who are distressed or hurt. A desire to be helpful and caring, positive and informative. To be flexible adaptable and to have enthusiasm and patience.	E E E E E E E	AF, I, R AF, I, R AF, I, R AF, I, R AF, I, R AF, I, R AF, I, R
Other (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety	E E E	I I I

4. Satisfactory attendance record/commitment to regular attendance at work	E	R
Prepared by: E. Ascroft		Date: 13/11/2024
Note: We will always consider your references before confirming a job offer in writing.		