

Alston Lane Catholic Primary School

Post title: Welfare Assistant (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 follow the School's Behaviour Policy; 2. To establish positive relationships with pupils; 3. Supervise pupils eating their meal and prevent them from taking food outside the dining area; 4. Be proactive in preventing poor behaviour from escalating and in keeping children engaged in productive play; 5. Keep pupils 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, administering first aid where necessary; 8. Keep young pupils 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 manner 12. To work within school policies and procedures 13. 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:	24/09/2024

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.