**Welfare Assistant**

**ROLE:**

To provide support for Teaching and Learning by assisting with the safety, welfare and good conduct of students during the break and lunchtime periods.

**ACCOUNTABILITY:**

Line management for the role is through the Senior Midday Supervisor.

**SPECIFIC RESPONSIBILITIES INCLUDE:**

* Assist with the management of student queuing arrangements, as directed by duty staff
* Promote and enforce appropriate school policies at break and lunchtime periods including behaviour management, health & safety and student welfare
* Working to a rota, undertaking duties both inside and outside
* Establish positive relationships with students
* To supervise all students encouraging them to sit, clear away after themselves and behave in an acceptable manner
* Contribute to the overall experience for students by working flexibly and in unison with members of the Catering Team
* Setting up tables prior to service and cleaning and putting away tables after service
* Contribute to the learning environment by cleaning up spillages/picking up litter etc. as and when necessary

Lytham St Annes High School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment and to demonstrate suitability for working with young people. The successful applicant will be required to undertake and maintain an enhanced DBS check.

* At all times to carry out the duties in accordance with school-based policies, the Data Protection Policy and Health and Safety procedures.
* Continuing professional development and participation in the staff review system are requirements of the role.
* Participate in relevant meetings and subject specific training appropriate to the role.
* Responsibilities/duties may be varied at any time to meet changed circumstances in a manner compatible with the post held.
* The post holder will be expected to work their hours flexibly depending on the operational needs of the school.
* It is the responsibility of drivers who intend to use their vehicles for work related purposes to ensure they hold the appropriate level of business insurance and full UK driving license.

Responsibilities contained in this job description may be modified or amended at any time after consultation with the post holder

Annual Arrangements : Term time plus 5 days INSET

HOURS: 17.5 hours

SALARY: Foundation living Wage LCC EPR 12 Grade Model

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**R. Baker – HEADTEACHER**