

Lancashire County Council

JOB DESCRIPTION	
POST TITLE:	Welfare Assistant
GRADE:	Grade 1 Foundation Living Wage £12.60 per hour
CAR USER:	No
LOCATION:	The Loyne Specialist School
RESPONSIBLE TO:	Headteacher
STAFF RESPONSIBLE FOR:	None
JOB PURPOSE: The main objectives to be achieved by the Postholder	
To provide the highest level of care for our young people by supporting the class team to cover key times during the school day including over the lunch period. The main duties of this role are to ensure the safety, welfare and good conduct of pupils over the lunch period and during the extended working times, attending to their personal care needs, changing, and providing feeding support (where required) and supervision.	
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have

Support for Pupils

- To ensure the health and safety of pupils and young people at all times, including dealing with minor incidents and accidents and requesting assistance from class staff as appropriate.
- To be aware of the medical conditions and needs of pupils that you are supporting, paying particular attention to Medical Care Plans and to seek the advice from the Health Needs Manager, class team or senior leadership team should a pupil's or young person's condition give rise for concern.
- To be familiar with and follow guidance in pupil's/young person's feeding guidelines ensuring that NHS advice for identified pupils/young people with feeding and swallowing difficulties is adhered to and to seek the advice from the Health Needs Manager, class team or senior leadership team should a pupil's or young person's feeding give rise for concern.
- To encourage good eating skills and table manners, by following appropriate feeding guidelines and guidance from staff.
- To collect meals from the kitchen hatch and take them safely to the classroom (where meals are eaten), taking into account the dietary requirements and other needs of pupils/young people at meal times.
- To dispose of leftover food and return table ware to the kitchen.
- For older students, to serve meals from the hot trolleys.
- To report any concerns regarding behaviour or welfare to the pupil's/young person's class team in the first instance (and on CPOMS if required after liaison with and support from school staff)
- To be vigilant in the detection and reporting of any signs of abuse or neglect and to be consistently alert for pupils and young people who may be at risk

- To promote positive behaviour amongst pupils/young people through liaison with class staff and being aware of individual pupils'/young person's positive behaviour support plans.
- To escort pupils/young people to appropriate location, before, during and after lunchtime.
- To ensure that pupils/young people are not left unattended at any time.
- To provide personal care for pupils and young people.
- To refer to and have regard to Moving and Handling policy and Risk Assessments. Training will be provided.
- To ensure that pupils/young people are appropriately occupied and stimulated during lunchtimes, e.g. by encouraging games, physical activity and supervising indoor activities during wet play etc.
- To ensure careful and safe storage of play equipment and break time resources.

Support for the School

- To be fully aware of school policies as appropriate to the role, including Safeguarding and Child Protection, Keeping Children Safe in Education, Health and Safety and fire evacuation procedures.
- To carry out other reasonable duties during working time, as determined by the Teacher or Senior Leadership Team consistent with the grade of post and experience of the post-holder.
- To work flexibly. The role may involve working across any of our age phases and welfare staff may be required to cover absences at short notice in classes other than their usual assigned base.

Note: In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

V1
September 2025
Agreed/prepared by: SLT
Employee signed: