**Lancashire County Council**

**Welfare Assistant**

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| **POST TITLE:**  | Welfare Play Assistant  |
| **GRADE:**  | Foundation Living Wage |
| **LOCATION:**  |  St Anne’s Primary School Waterfoot  |
| **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, play, 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**  |
| * Facilitate play according to our school’s Outdoor Play and Learning (OPAL) initiative. More information can be given regarding OPAL;
* Wok alongside the welfare play team to aim for positive outcomes for pupils’ during their lunch and play time;
* Supervise the dinner queue so children are calm and orderly when waiting for their lunch;
* Supervise pupils eating their dinners;
* Prevent them from taking food outside the dining area;
* Promote positive behaviour of pupils while they eat their meals;
* Keep pupils out of classrooms when they should be outside;
* Check that groups of pupils do not access and congregate in places that they should not;
* Promote positive behaviour of pupils in the playground;
* Adhere to the school’s positive behaviour policy which includes pupils who may break the rules;
* Deal with accidents in the playground or dining area;
* Keep young pupils occupied when they have to stay indoors;
* Administer first aid when necessary;
* Safeguard pupils when crossing the road (split site school);
* Be willing to adapt and undertake additional duties as necessary given by the welfare play team supervisor.
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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.