

## St Joseph's RC Primary School

### Job Description/Role Profile

<b>Post title:</b> Welfare Assistant					
<b>Grade:</b>	Foundation Living Wage	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	No
<b>Scope of role:</b> To secure the safety, welfare and good conduct of pupils during the midday break period.					
<b>Accountabilities/Responsibilities – appropriate for this post:</b> <ol style="list-style-type: none"><li>1. Follow the School's Behaviour Policy;</li><li>2. Establish positive relationships with pupils;</li><li>3. Supervise pupils eating their meal and prevent them from taking food outside the dining area;</li><li>4. Be proactive in preventing poor behaviour from escalating and in keeping children engaged in productive play;</li><li>5. Keep pupils out of classrooms, toilets etc when they should be outside;</li><li>6. Supervise children at lunchtime play;</li><li>7. Deal with accidents in the playground or dining area, administering first aid and reporting in line with school procedures;</li><li>8. Keep young pupils occupied when they have to stay indoors;</li><li>9. Work co-operatively as part of the school team;</li><li>10. Ensure children's safety is maintained at all times;</li><li>11. Walk pupils to/from the playground to the dinner hall in an orderly manner;</li><li>12. Work within school policies and procedures;</li><li>13. Take care of their own and other people's health and safety.</li></ol>					
<b>Note:</b>	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.				
<b>Prepared by:</b>	Headteacher			<b>Date:</b>	21/11/2024

### 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.