MODEL JOB DESCRIPTION

Post          Welfare Assistant (Primary)
Grade
Hay Evaluation  4

JOB SUMMARY

Assisting as part of a team, in supporting the overall development and care of pupils. Contributing to the smooth running of the class and the maintenance of a safe and stimulating learning environment.

PRINCIPAL ACCOUNTABILITIES

1. Promoting the mental and physical welfare of pupils.
2. Assisting teachers in a range of duties to support the educational needs of pupils.

JOB CONTENT

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Promoting the mental and physical welfare of the pupils, including:
   • Caring for sick or injured pupils, administering first aid for minor injuries or sickness, taking home or to hospital if necessary, and generally giving comfort and care to such pupils
   • Being aware of any particular sickness problem of a pupil and giving necessary regular treatment or medication with the written consent of parents and in line with school policy
   • Keeping school medical records and making appointments as necessary for medical examinations within school hours. Looking after and controlling the medical room. Keeping a basic stock of first aid items and re-ordering as necessary
   • Generally caring and comforting pupils in times of distress or difficulty. Reporting any such occurrence to teaching staff
   • Developing awareness of personal hygiene in pupils
   • Changing soiled clothing and carrying out emergency repairs to pupils' clothes damaged on school premises as necessary
   • Organising the despatch and receipt of school laundry
   • Clearing up of vomit etc from floors or furniture in the absence of the Caretaker/Premises Officer
   • Helping pupils change for drama, P.E., swimming.

2. Assisting Teachers in a range of duties to support the educational needs of the pupils, including:
   • Making and assisting with the preparation of materials/equipment, helping pupils during the lesson or activity and with tidying up afterwards
   • Assisting small groups of pupils with reading or learning games under the direction of teaching staff
   • Assisting with special activities in the school within school hours eg, sportsdays, plays, concerts, open days, etc
   • Accompanying individuals or groups of pupils on visits or projects under the direction of teaching staff
• Assisting the teacher in the classroom with pupils with identified special educational needs
• Supporting the development of linguistic skills in pupils from a wide range of linguistic backgrounds
• May be required to provide other ad hoc ancillary assistance; cleaning of bookshelves and stationery cabinets, stock taking, and routine clerical or secretarial work when not engaged in other activities.

JOB CONTEXT

Reports to: The Class Teacher (or Senior Administrative Officer when undertaking clerical/secretarial duties) and ultimately the Headteacher

Supervises: None

Contacts: The Class Teacher, Head Teacher, other school staff, pupils and their parents, School Governors, LEA personnel, visitors, health visitor

Financial Responsibilities: None

Key Organisational Objectives:

The postholder will contribute to the school's objectives in service delivery by:

• Enactment of Health and Safety requirements and initiatives as appropriate
• At all times operating within the school's Equal Opportunities framework
• Acknowledging Customer Care and Quality Initiatives
• Commitment and contribution to improving standards for pupils within the school as appropriate
• Contributing to the maintenance of a caring and stimulating environment for pupils

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

Special Conditions of Service:

The postholder may be required to work outside of normal School hours on occasion, with due notice.

Because of the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with Departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.
### Person Specification

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<tr>
<th>ATTRIBUTES</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>First Aid certificate</td>
<td>Relevant nursing qualification.</td>
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<tr>
<td>Experience</td>
<td>Experience of working with children and young people (either paid or unpaid).</td>
<td>Experience of caring for sick children in a school environment.</td>
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<tr>
<td>Knowledge</td>
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<td>Knowledge of basic health and safety procedures.</td>
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<td>Knowledge of special educational needs issues.</td>
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<td>Skills &amp; Ability</td>
<td>Excellent written and oral communication skills.</td>
<td>Ability to assist and direct pupils in special activities.</td>
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<td>Ability to communicate effectively with pupils with different cultural, physical and social needs.</td>
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<td>Ability to deal with accidents or emergencies in a calm manner.</td>
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<td>Ability to maintain up to date records.</td>
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