

# Lunchtime Welfare Assistant Job Profile

<b>Job purpose:</b>	To provide general support to the teacher in the management of pupils in the classroom and/or for the safety, welfare and good conduct of pupils during the mid day break particularly SEN pupils.		
<b>Reporting to:</b>	Headteacher/ Deputy Headteacher/ SENDCO/School Business Manager/Teachers/other senior school staff		
<b>Responsible for - Staff</b>	None		
<b>Liaising with:</b>	Pupils, teachers, senior staff, visitors to the school		
<b>Grade of post:</b>	G2	<b>Gauge ref:</b>	A23287
<b>Disclosure level:</b>	Enhanced		

## Job Outline

- To support pupils in their social and environmental well being.
- To establish good relationships with pupils, acting as a role model.
- To respond appropriately to the individual needs of pupils including, if required to, attend to pupils personal needs which may include aiding with toileting and dressing.
- To encourage pupils to interact with each other.
- To supervise pupils and manage behaviour during mid day break in the dining hall, toilets, classrooms and school premises
- To organise and supervise age appropriate activities and games on the playground
- To assist individual pupils with eating if required
- To clean spillages and ensure that tables are clean during meal times.
- To assist with first aid, sickness and other welfare issues, recording it appropriately
- To administer prescribed medication and record it appropriately.
- To be aware of the schools behaviour policy ensuring it is implemented during lunch break, to ensure good conduct and discipline is maintained and provide activities for “wet play” (primary sector only)
- On occasions, assist with escorting pupils on educational out of school visits
- Any other duties commensurate to the post, as directed by the Headteacher.

## Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.  
To continue personal development in the relevant area.  
To participate in the staff review and development appraisal process.

## Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area  
To undertake a first aid qualification.

# Lunchtime Welfare Assistant Acceptance Form

## SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: \_\_\_\_\_ Date \_\_\_\_\_

Signed Headteacher: \_\_\_\_\_ Date \_\_\_\_\_

Signed Jobholder: \_\_\_\_\_ Date \_\_\_\_\_

Print Name Jobholder: \_\_\_\_\_ NI No: \_\_\_\_\_

School Name: \_\_\_\_\_

DFES \_\_\_\_\_

Please sign and return to your manager.

# Person Specification Lunchtime Welfare Assistant

## A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working and interacting with children of a relevant age and learning need		D	A, I

## B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 2 or equivalent qualification for teaching assistant or willingness to work towards		D	A, I
Willingness to undertake basic first aid		D	A, I
Basic level of numeracy and literacy	E		A, I

## C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of basic Health and Safety		D	A, I
Some knowledge of children's games and activities		D	A, I
Understanding of child development and learning processes		D	A, I

## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to deal with minor injuries		D	A, I

## E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I