

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Welfare Assistant
Grade:	Grade 1A
Directly responsible to:	School Business Manager
Directly responsible for:	Lunchtime supervision of pupils at Summerville Primary School
Hours of Duty:	1.25 Hour per day (6.25 Hours per week)

Primary purpose of the job:

To supervise pupils during the midday break either in the school grounds or in the school premises i.e., during the time when pupils are taking their meal or if the pupils are unable to use the school grounds because of inclement weather

MAIN DUTIES AND RESPONSIBILITIES/ACCOUNTABILITIES:

1. To be responsible for safeguarding and promoting the welfare of all children
2. To administer basic first aid, and undertake additional first aid training if required to do so
3. Report any accidents to a supervisor

Mealtime Supervision

4. To ensure that pupils wash and dry their hands before taking a meal
5. To engage proactively with children to ensure orderly conduct, queuing and controlled dispersal of pupils in the dining room
6. To encourage the development of social skills, for example, table manners and the correct use of cutlery
7. To clear up spillage on tables and the floor of the dining room where a pupil has been sick or spilt his/her meal

8. To assist in taking food to the tables if so required by the Headteacher

9. To assist younger pupils in cutting up food
10. To ensure that crockery, beakers, cutlery and trays are taken to the returns area
11. To assist in the scraping of plates

Break Supervision

12. To manage behaviour effectively, in line with the school's behaviour policy
13. To set up and engage in games with the children
14. To monitor the safety of pupils and intervene if play might result in injury to themselves or other pupils
15. To ensure that pupils make proper use of toilets and cloakrooms
16. Communicate effectively with other staff members to ensure key information is passed on
17. To undertake such additional duties as are reasonably commensurate with the level of this post.

The post holder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy Polices.

Safeguarding

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy

REVIEW ARRANGEMENTS:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised: 07/07/25

Prepared by: L Straker

Agreed by Postholder