

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Welfare Assistant
Grade:	Grade 1A scp 3
Directly responsible to:	Learning Mentor
Directly responsible for:	Supervision of Children during mid day break
Hours of Duty:	8.75 hours per week, worked as 1 hour 45 minutes per day, Monday to Friday. Working hours will be scheduled between 11:15am and 1:15pm depending on allocated key stage and school need.

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:

Mealtime Supervision

1. To ensure that pupils wash and dry their hands before taking a meal
2. To ensure the orderly conduct, queuing and controlled dispersal of pupils in the dining room
3. To provide social training for pupils, for example, table manners and the correct use of cutlery
4. To clear up spillage on tables and the floor of the dining room where a pupil has been sick or spilt his/her meal

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

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| 6. | To assist younger pupils in cutting up food |
| 7. | To ensure that crockery, beakers, cutlery and trays are taken to the returns area |
| 8. | To assist in the scraping of plates |

Break Supervision

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| 1. | To ensure that pupils do not misbehave |
| 2. | To prevent pupils from taking any action that might result in injury to themselves or other pupils |
| 3. | To ensure that pupils make proper use of toilets and cloakrooms |
| 4. | To ensure that pupils do not leave the school grounds without the permission of the Headteacher and/or the approval or knowledge of their parents |
| 5. | To inform the Headteacher immediately if a pupil leaves or is withdrawn from the school premises without approval |
| 9. | 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 Policies.

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: May 2026

Prepared by:

Miss Hopkins / Mrs Henderson

Agreed by Postholder
