Salford City Council

JOB DESCRIPTION

JOB DETAILS:

Job Title: Welfare Assistant

Grade: Grade 1A

Directly responsible to: Head of School/Senior Lunchtime Supervisor

Directly responsible for: The welfare of the pupils

Hours of Duty: 12.00pm – 1.00pm

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 Head of School

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

1. To ensure that pupils follow the values of the school

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 Head of School and/or the approval or knowledge of their parents

5. To inform the Head of School immediately if a pupil leaves or is withdrawn from the school premises without approval

6. To undertake such additional duties as are reasonably commensurate with the level of this post e.g. play games with the pupils

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: 18th July 2022

Prepared by: Sara Roberts

Agreed by Postholder

Salford City Council — Person specification

Job title	Grade	Directorate	Location
Welfare Assistant	1A	Children's services	Christ Church CE Primary School

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Displays commitment to the protection and safeguarding of children and young people and updates in training	A/I
2.	Ability to work as a member of a team	A/I
3.	Ability to communicate with children and adults, e.g. patient, sympathetic, empathetic	A/I

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
4.	Flexible approach to work	A/I
5.	Experience of dealing with children	A/I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Able to show initiative	A/I
2.	Knowledge of first aid	A/I
3.	Willingness to undertake training	A/I

Completed by	Date	Approved by	Date

Method of assessment (* M.O.A.)

A = Application form**, C =** Certificate**, E =** Exercise**, I =** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre