

Springwood Primary School



Welfare Assistant Job Description Person Specification

Information about Springwood Primary School

Springwood is a large primary age Special School (375 pupils aged 5 – 11) based over a number of sites, which caters for pupils with moderate, severe and complex needs. Springwood is part of The LINK Education Trust.

Pupils who are Nursery - Y2 age attend our Craig Hall Site in Irlam, those who are Y2-Y6 attend our site in Swinton. Additionally, we have small groups of pupils based at our Summerville, Grosvenor Road and Belvedere sites. Depending on pupil need and peer group, the decision is made annually as to which site pupils are based at.

Despite being split across various sites, the school is a cohesive learning environment with the same provision and expectations across the whole school.

Vision Statement

Springwood Primary School provides a safe, stimulating environment in which all pupils have the opportunity to succeed

At Springwood we respect each other, our pupils and their families. We have a curriculum that is meaningful, inspiring and enjoyable, promoting achievement for all. Through carefully planned holistic learning, pupils are enabled to achieve their best.

Springwood Primary School's mission statement is Believe, Enjoy, Succeed, Together.

At Springwood BEST is embodied through everything that we do.



Springwood Primary School

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Welfare Assistant
Grade:	Grade 1A
Directly responsible to:	SBM/ASBM/Class Teacher /Team
Directly responsible for:	Supervision of pupils
Hours of Duty:	11:45am – 1:15pm (term time only)

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:

Supervision, Behaviour and Intimate Care

- Supervise pupils in in the lunch area, playground and classrooms. Take necessary action to minimise disruption and harm to pupils, feedback any concerns or incidents to class teachers.
- Encourage and assist pupils to eat their lunch and monitor those who don't, reporting any concerns to the class teacher.
- Make sure children tidy up after themselves in the lunch area and when using play resources/equipment.
- Provide intimate care of pupils by undertaking changing and toileting of pupils when required.
- Support pupils to use the bathroom independently ensuring that they follow appropriate hygiene routines.
- Follow any directions from class teachers on supporting specific pupils.

Organisation

- To set up and put away the tables, chairs and other equipment needed for eating in

the lunch areas (including lunch halls and classrooms).

- Where appropriate collect food and equipment and disseminate to appropriate lunchtime areas.
- To ensure the orderly conduct, queuing and controlled dispersal of pupils in the dining room, bathrooms etc.
- To provide social training for pupils, for example, table manners and the correct use of cutlery.
- To clear up spillage on tables and the floor of the dining room where a pupil has been sick or spilt his/her meal.
- To assist in the scraping of plates.
- To ensure that crockery, beakers, cutlery and trays are taken to the kitchen/returns area

Health and Safety

- To ensure that pupils wash and dry their hands before taking a meal.
- Observe pupils and the environment and take action to minimise any identified health and safety risks.
- Record details of incidents in line with the school's reporting procedures.
- Be aware of and support pupils with medical/dietary needs.
- Promote the school's policy around healthy eating to pupils.
- Feedback concerns relating to pupils' health and safety to a class teacher or SLT.

Safeguarding

- 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.
- To inform the Headteacher immediately if a pupil leaves or is withdrawn from the school premises without approval.
- Add any other duties of particular relevance to your school.

Other areas of responsibility

- Read and follow the relevant school policies.
- Undertake training required to develop in the role.
- Attend all staff meetings when required.

- To undertake such additional duties as are reasonably commensurate with the level of this post.

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 Trust will expect to revise this Job Description from time to time and will consult with the post-holder at the appropriate time.

Date Job Description prepared/revised:	October 2022
Prepared by:	V Williams
Agreed by Postholder	

Job title	Grade	School	Location
Welfare Assistant	Grade 1A – Point 3	Education Services	Springwood 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 criteria 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 criteria 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.

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Displays commitment to the protection and safeguarding of children and young people	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	A/I
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

Method of assessment (* M.O.A.) A = Application form, C = Certificate, E = Exercise, I = Interview, P = Presentation, T = Test, AC = Assessment centre

Springwood Primary School

Barton Road
Swinton
Manchester
M27 5LP

 0161 778 0022 – opt 1

Website: [Springwood Primary School](#)
Facebook: [Springwood Primary School Facebook](#)
X: [Springwood X - @SpringwoodSch](#)