NEWFOLD COMMUNITY PRIMARY SCHOOL
JOB DESCRIPTION

1. INTRODUCTION

JOB TITLE: **Lunchtime Welfare Assistant**

JOB PURPOSE: To supervise and support pupils during the lunchtime period, ensuring their safety, welfare and positive behaviour while creating a positive and inclusive lunchtime experience.

Line Management: Reporting to the School Business Manager/Senior Leadership Team

Liaising With: Headteacher, Senior Leadership Team, teachers, support staff, parents/carers, LA representatives, external agencies.

Salary Scale: Support Staff Grade 2

Working Time: 11.30 am – 1.15 pm Monday – Friday. Working a total of 8 hours 45 minutes per week. Term time only.

DBS: Disclosure and Barring Service – Enhanced.

Key Responsibilities

- Ensure safety and wellbeing of pupils during lunch.
- Supervise dining hall and playground activities.
- Promote positive behaviour and inclusion.
- Support children with routines and minor issues.
- Report safeguarding, behaviour or welfare concerns.
- Follow health and safety procedures.

Person Specification

Essential

- Enjoy working with children and supporting their development.
- Ability to communicate effectively with pupils and colleagues.
- Ability to work as part of a team.
- Calm, caring and patient approach.
- Reliable, punctual and responsible.
- Commitment to safeguarding and promoting the welfare of children.

Desirable

- Previous experience working with primary-aged children.
- Knowledge of safeguarding procedures and behaviour management strategies.