**Broughton Jewish Cassel Fox Primary School**

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| **Post title: Welfare Assistant** | | | |
| **Grade** | Grade 1A | **Staff**  **responsibility:** | No |
| **Scope of Work – appropriate for this post:**  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 | | | |
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| **Accountabilities/Responsibilities – appropriate for this post may include:**  **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 set out and clear away dining furniture and equipment 5. To undertake clearing of plates, utensils and crockery 6. To assist in taking food to the tables if so required by the Senior Welfare Assistant 7. To assist younger pupils in cutting up food 8. Participation in the cleaning rota to ensure set standards achieved.   **Playtime Supervision**   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 To inform the Headteacher immediately if a pupil leaves or is withdrawn from the school premises without approval   **General**   1. To undertake such additional duties as are reasonably commensurate with the level of this post. 2. To take care for their own and other people's health and safety. 3. To work within school policies and procedures. 4. Support the schools safeguarding arrangements. | | | |

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| **Contract Details** | 10 Hours / week, term-time only. |
| **Conditions** | Flexibility will be required in relation to working hours so that these fit in with the school’s needs. |
| **Hours of Duty** | |  |  |  |  | | --- | --- | --- | --- | | Monday | 12.00pm | to | 2.00pm | | Tuesday | 12.00pm | to | 2.00pm | | Wednesday | 12.00pm | to | 2.00pm | | Thursday | 12.00pm | to | 2.00pm | | Friday | 12.00pm | to | 2.00pm |     *Daily working pattern may be subject to change to meet the needs of the school. The post holder may, on occasions, be required to undertake paid overtime outside of normal school hours with due notice.* |
| **Additional :** | To support and demonstrate a commitment to the distinctive Jewish ethos of the school. |

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 school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

Broughton Jewish Cassel Fox is committed to protecting and promoting the welfare of children.

KEY QUALIFICATIONS/KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS

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| Experience: | * Previous welfare experience. | D |
| Key aptitudes and personal qualities | * Ability to communicate well with children and adults * Flexibility approach to work * Ability to work well within a team * High standard or personal cleanliness and appearance * Good timekeeping | E  E  E  E  E |