



JOB DESCRIPTION

WELFARE ASSISTANT (PRIMARY)

BASIC JOB PURPOSE

To work under the direct instruction of teaching staff/teaching assistants and to assist with the general welfare and care of pupils in relation to pupils physical, social and emotional needs and development.

NO	MAIN RESPONSIBILITIES
1.	Attend to the personal, social and physical needs of pupils including washing, toileting, assisting with feeding, bathing, dressing and undressing pupils.
2.	Under the direct supervision of the teacher or other staff, assist individual or groups of pupils in the classroom and ensure their safety and well being.
3.	Assist with the escorting of pupils on educational and recreational visits.
4.	Help pupils to transfer to and from their transport and escort them to designated area
5.	Relay pupil care information to teaching staff for updating of schools records.
6.	Carry out washing/laundry and cleaning of equipment duties
7.	Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.
8.	Display and present the pupils' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
9.	Attend staff and other meetings and participate in staff training development work and staff reviews as required

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Person Specification

Type of knowledge	What knowledge is essential?	What knowledge is desirable?	How identified?
Specialist Knowledge	An understanding of care/welfare routines for pupils with varying degrees of physical and learning difficulties including: An understanding of classroom routines.	Knowledge of specific support such as individual feeding techniques, toileting programmes etc. Manual Handling techniques. Communication techniques e.g. Makaton, PECS	Application Interview
Literacy and Numeracy	Basic literacy and numeracy	Experience of intervention strategies	Application
Equipment	An understanding of pupil aids and/or manual handling equipment	Experience of working with a range of pupils with additional needs	Application
School childcare procedures	An understanding of school practices and procedures which impact on children and their care	Recent training	Application
Legislation	An awareness of child protection, health and safety, and care legislation	Recent training/experience	Application Interview