

JOB DESCRIPTION

JOB TITLE	Welfare Assistant (Primary)	JOB REF NO	AAAD5026
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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 to help them to learn and ensure their safety and facilitate their physical and emotional development in accordance with the school behaviour management policy.
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 to ensure the updating of schools information systems.
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
10.	Assist with first aid as required and complete the necessary medical forms.
	<p>Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job and in any location within the school site/s.</p> <p>All staff are expected to maintain high standards of student/customer care in the context of the School's core values, to uphold Equality Diversity and the Health and Safety Policy standards and to participate in training activities necessary to their post.</p> <p>All staff are expected to maintain a personal and professional image at all times and to follow the staff dress code as required by the business needs.</p>

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

