

JOB DESCRIPTION

Job Number:	
Department:	Children & Young People
Section:	Special Schools
Job Title:	Midday Welfare Assistant
Reports To:	Line Manager/SLT
Main Purpose of Job: <i>Briefly B what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i>	
To provide daily care, assistance and a safe play environment for children inside or external to a school environment by maintaining discipline and good behaviour.	
Main Responsibilities and Duties: <i>What needs to be done? B Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i>	% of Time
Supervise and assist children with their midday meal under the direction of duty staff.	40%
Prepare the dining area for the midday meal, ensuring a clean and safe environment is provided and the layout is appropriate to the needs of the children. Help to clear the hall after meals have been served.	10%
Assist children in toileting, changing clothes and washing following mealtimes in preparation for their recreation period.	20%
Supervise children in the development of life skills, personal well being and learning ability, singly or as small groups or as part of a larger group in :- Play activities catering for the educational requirements of those children involved. Showing and guiding the children in the use of various types of equipment. Encouraging the children in creative and imaginative activities, Using language in a constructive and imaginative way, including reading and telling stories and rhymes. Under the direction of teaching staff, support children's learning and play activities both inside and outside the classroom. Assist sick or injured children. Understand the appropriate course of action in cases of personal injury to pupils, eg knowing procedure, applying first aid, recognise individual pupil's special needs for medication asthma, diabetes and epilepsy.	30%
Complete appropriate documentation for incidents during lunchtime. Challenge unauthorised entry to school premises.	

Facts and Figures: Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.

- There are 200 students accessing education within two school's sites both of which are located in Bridgwater.
- The students have a diverse range of learning needs, complex medical needs – epilepsy, cerebral palsy, genetic conditions, ASC and SEMH
- Many students are non- verbal and some are non- ambulant
- We teach students from 4 to 19 years

As part of the annual training cycle, you will be required to attend Safeguarding training relating to your role, including:

- Safeguarding sessions
- recognising signs of abuse
- school procedures for recording and reporting concerns
- safer working practices
- CSE
- FGM
- Prevent - radicalisation and Extremism
- Honour based Marriage/ violence
- First Aid

SUPPORTING PROCESSES

Problem Solving and Creativity: Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?

Within guidelines and under the direction of the teaching staff, duty staff, maintain good behaviour and discipline where appropriate using creative means to engage children.

Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.

Needs to be able to understand when and how to intervene, or provide assistance. Respond consistently to all children. Contributes to the understanding of children's requirements and inform other professionals on children's progress

Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.

Supervise or assist children in indoor and outdoor environments. There are noisy conditions either in playground or classroom. Will need to engage children regardless of their level of understanding physically, emotionally and cognitively. Will involve frequent standing, crouching bending and lifting to achieve this. The role may involve dealing with sanitary waste.

Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.

Contact with all staff in school. Children/parents. Professionals to provide information on progress.

Additional Information: Anything else which is relevant to the job which is not adequately covered elsewhere.

Knowledge, Skills and Experience: (To be completed by the Line Manager) The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.

Experience of working (and empathy) with children. Commitment, patience, flexibility, equal handedness, team worker, literate, communication skills, and inventiveness.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: _____ Date: _____

Line Manager: _____ Date: _____

Designated Senior Manager: _____ Date: _____

July 2022

Midday Welfare Assistant Person Specification

	Essential	Desirable
Qualification	None required	Current first aid qualification
Experience	The post holder should have experience of supervising children	Experience of working with children on a voluntary or paid basis.
Knowledge and understanding	The post holder should be able to recall the ways in which they have successfully managed children's behaviour	Knowledge and understanding of: <ul style="list-style-type: none"> • Child development and social interaction • The value of constructive play opportunities
Skills	The post holder will be able to: <ul style="list-style-type: none"> • Talk to children and adults in a clear and calm manner • Work as part of a group and on their own • Encourage high standards of pupil behaviour at all times • Respect confidential information • Initiate games and activities appropriate to the age of the children • Remain calm in a crisis • Undertake appropriate training a required 	<ul style="list-style-type: none"> • Recognise behaviour giving cause for concern, and inform the appropriate staff • Share activities that have been proved successful when working with students to other midday supervisors • Examine systems critically, and suggest ways of improving efficiency
Personal Characteristics	<ul style="list-style-type: none"> • Calm under pressure • Tolerant • Able to communicate well with staff and children 	<ul style="list-style-type: none"> • Well organised • Creative • Resourceful