

Job Description

Job Title	Personal Welfare Support Assistant
Location:	Newfriars College
Pay Point:	Grade 3 £18,065 - £18,426 (Pro-rata £6,778.89 - £6,914.36) per annum
Conditions of Service:	Support Contract of Employment

Main Purpose

To provide specific support to a teacher in the care and welfare of a given pupil. Provide work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide general support to the teacher in the care of pupils and management of the classroom.

Support to Pupils

- Assist a child in matters of personal needs and their general health, and welfare matters with specific reference to toileting, changing and enteral feeding as required
- Supervise and support pupils, ensuring their safety by complying with good H&S practice.
- Encourage pupils to interact with others and engage in activities led by the teacher.

Support to Teacher

- Undertake routine administrative tasks, e.g. pupil record-keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Appropriate liaison with parents on general pupil matters.

Support to Curriculum

- Attend training sessions as required for CPD purposes and to ensure appropriate skill level is obtained to undertake role, e.g. behaviour management strategies.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required. (See footnote 1).
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.



We believe, you achieve



Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.