

JOB DESCRIPTION

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| Job Title: | Personal Welfare Support Assistant |
| Grade: | 3 |
| Salary: | SCP 10 - 13 |
| Conditions of Service: | Support Staff Contract of Employment |
| Responsible to: | Headteacher |

Statement of 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.¹
- 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.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

| Minimum Criteria for Two Ticks * | Criteria | Measured by APP//ASS |
|---|---|----------------------------|
| | Experience <ul style="list-style-type: none"> • Working with or caring for children of relevant age. | APP/I |
| | Qualifications/Training <ul style="list-style-type: none"> • Good understanding of numeracy/literacy skills. • Participate in development and training opportunities | APP/I |
| | Knowledge/Skills <ul style="list-style-type: none"> • Good communication skills. • Ability to relate well to children and adults. • Have good organisational skills. • Basic knowledge of first aid; e.g. emergency first aid course • Ability to work constructively as part of a team and on own initiative. • Have a flexible approach to work and be prepared to undertake routine admin tasks outside of the classroom if required. | APP/I |
| | Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | APP / I |

MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

HH 24/02/2021

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.