

Job Description

Post Title:	Welfare Assistant
Team:	Academy Management Team
Grade:	1
Purpose:	To secure the safety, welfare and good conduct of pupils during the midday break period.
Reporting to:	Senior Midday Supervisor
KEY DUTIES:	
	<ul style="list-style-type: none"> • Control the dinner queue; • Supervise pupils eating their dinners; • Control the behavior of pupils while they eat their meals; • Keep pupils out of designated areas; • Check that groups of pupils do not hang around places that they should not (such as toilets, back field, etc); • Control the behavior of pupils in the playground; • Discipline pupils who break the rules; • Deal with accidents in the playground or dining area, and report to Senior Midday Supervisor; • Ensure that all dining tables are kept clear and clean, and deal with any spillages; • Ensure that all trays are cleaned after use, and the surrounding area is wiped down; • Direct pupils with queries to Senior Midday Supervisor; • Always be vigilant in regards to Health and Safety; • Liaise with Heads of Year when necessary; • In addition other duties at no higher level of responsibility may be interchanged with / added to this list as required;
Notes	<ul style="list-style-type: none"> • A tabard will be provided to be worn while on duty; • You will be required to understand the schools rules and regulations, and also the system that has been adopted for the welfare staff; • There will usually be a teacher or supervisor to assist you if necessary; • If you have any queries please ask the supervisor who will be happy to help; • Adhere to the Priory standard at all times; • Attend staff meetings when required.
Prepared by	S Spencer/J Woodburn on 13/03/2020

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

School Ethos

All employees have a responsibility to:

- contribute to the Academy's vision to be 'first choice, locally respected and nationally recognised'
- support our pledge to make Priory a school where individuals 'learn to succeed'
- contribute to the four pillars of the Academy's Strategic Development Plan – Learning & Teaching, Stakeholders (Community and Primary), Reputation (Pastoral and Academic) and Funding

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already