

	Job Description:	Scale:	Scale 3
	Welfare Assistant	Hours/ Weeks:	30hrs per week / 39 weeks
		Updated:	September 2017

Person reports to:	<ul style="list-style-type: none"> • Head of Learning Support
Person supervises:	<ul style="list-style-type: none"> • None
Purpose of Job:	<ul style="list-style-type: none"> • To provide physical care and intervention required by students with high levels of physical/medical need. • To support the inclusion of these students into mainstream school life

MAIN DUTIES AND RESPONSIBILITIES

1. Operational Duties

- Regular changing of students who use pads and / or catheters.
- Attend to other self-care needs of students.
- Feed students at lunch and break as required.
- Supervise SEN students during the lunch and break period.
- Assist students with mobility difficulties to get to class on time.
- Administer medication where necessary.
- Maintain records pertaining to medical care duties.
- Maintain supplies and resources required for medical and physical care.
- Undertake such other duties appropriate to the grade of the post as the Headteacher may from time to time reasonably determine.

2. Additional duties

- Be a member of the Inclusion Faculty.
- Uphold the school expectations of both student and staff conduct.
- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Maintain high standards of professional behaviour and presentation.
- All staff are expected to take part in necessary training and staff development.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.



Person Specification and Selection Criteria

Scale **3**

Welfare Assistant

Updated **September 2016**

Essential	Essential / Desirable	How the selection criteria will be assessed
Qualifications		
Educated to at least GCSE or equivalent level, including English and Maths	D	Application form
Relevant professional certification/qualification: <ul style="list-style-type: none"> - Manual Handling (Hoist Training) - Epilepsy Training - First Aid - Catheter training - Diabetes care 	E E D E D	Application form
Professional Experience, Knowledge and Understanding		
Experience working with children with a range of SEN	E	Application Form, Interview
Experience of delivering diverse tasks at once and meeting tight deadlines	D	Application form, Interview
Experience of providing respectful intimate care	E	Application form, Interview
Ability to organise and prioritise own workload within appropriate timescales	E	
Abilities and Skills		
Demonstrate an awareness / understanding of the requirements of working with a range of learning and physical disabilities	D	Application Form, Interview
Ability to work independently and as part of a team	E	Application Form
Ability to communicate clearly and responsively with students, staff and other relevant stakeholders and outside agencies	E	Application Form, Interview, Test
Ability to multi-task	D	Application Form, Interview, Test
Good interpersonal skills	E	Application Form, Interview
Ability to work proactively, solve problems and present solutions with a flexible can do attitude	D	Application Form. Interview, Test
Ability to maintain effective working relationships with students, parents/carers, colleagues and other stakeholders in the school community	E	Application Form, Interview
Personal Qualities		
A commitment to working in a busy school environment	E	Application Form, Interview
Flexible, motivated and committed	E	Application Form, Interview
Good attendance and punctuality	E	Application Form, Interview
Willingness to see a job through to completion	E	Application Form, Interview
Energy and enthusiasm with a good sense of humour	E	Application Form, Interview
Adaptability to changing circumstances and new ideas	E	Application Form, Interview
Professional approach to working	E	Application Form, Interview
Committed to the ethos of the school	E	Application Form, Interview
Willingness to be flexible and take on additional duties as and when required	E	Application Form, Interview
Willingness to participate in further training and development opportunities offered by the school	E	Application Form, Interview
Equal Opportunities Awareness		
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	Application Form, Interview
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E	Application Form, Interview
A commitment to working in a flexible and collaborative manner with all members of the school community	E	Application Form, Interview
Child Protection and Safeguarding Awareness		
An understanding of child protection and safeguarding matters	E	Application Form, Interview
A commitment to safeguarding and promoting the welfare of young people	E	Application Form, Interview

