

JOB DESCRIPTION

| | |
|----------------------------------|------------------------------------|
| Job Title: | Welfare Assistant |
| Reporting to (job title): | Supervisor |
| Hours of work: | 7.08 hours per week, TTO |
| Location: | Thames Primary Academy and Nursery |
| Grade: | NJC 2 |

Main Purpose/Responsibility

To support pupils at lunchtime.

To actively support and model the ethos and aims of Thames Primary Academy and AtC Trust.

Main Duties

The below duties are to be carried out at any one of the Trust sites, or at any of the Schools the trust may support.

- Supervise pupils' play activities during their lunchtime.
- Organise and clean play equipment, ensuring safe storage
- Oversee play activities to enhance pupils free time, encouraging valuable play experiences
- Maintain standards of behaviour that comply with the school behaviour policy
- Supervise the transition of pupils from internal to external areas.
- Develop play activities; plan activities on a session or daily basis.
- Prepare games and activities
- Use analytical skills to address particular pupil needs
- Carry out general First Aid duties and attend training as required.
- Demonstrate own duties to new or less experienced staff.

As a member of staff at Thames Primary Academy and Nursery:

- Conduct all activities in a professional manner at all times
- Ensure compliance with policies and procedures relating to child protection, health, safety, security, safeguarding and confidentiality
- Maintain confidentiality and adhere to safeguarding procedures
- Any other duties commensurate with the role

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 help us to apply our general statement of health and safety policy.

Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.