



FACT

Together we can



Welfare Assistant - Level 1

Job Description

(Updated 2024)

FAIRCHILDES ACADEMY COMMUNITY TRUST

Role Profile

Job Title:	Welfare Assistant – General (Level 1)
School:	Fairchildes Primary
Grade Range:	Grade 1 - Scp 2
Reports to:	Class teacher, Inclusion Manager, Head of School
Role Purpose and Role Dimensions:	To work under the direct instruction of teaching/senior staff to support in the physical care of pupils and to provide specific physical support for individual pupils.

Areas of responsibility and Key Tasks

Support for Pupils

This will involve:

- Supervising and supporting pupils, ensuring their safety and access to learning.
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Encouraging pupils to interact with others and engage in activities
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to act independently as appropriate.
- Supporting pupils to understand instructions.
- Helping children with their toileting needs.

Support for the Teachers

This will involve:

- Being aware of pupil need/progress/achievements and reporting to the teacher as agreed.
- Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Providing first aid assistance to the pupils.
- Gathering/reporting information from/to parents/carers as directed.
- Providing clerical/administrative support, e.g. photocopying, displays etc.

Support for the Curriculum**This will involve:**

- Supporting pupils in respect of local and national learning strategies
- Supporting pupils in using basic ICT as directed
- Preparing and maintaining equipment/resources and assisting pupils in their use.

Support for the School**This will involve:**

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop, including the need to provide intimate care where necessary for a child to access their learning.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

To contribute as an effective and collaborative member of the School Team**This will involve:**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school
- Actively sharing feedback on School policies and interventions