



DURHAM TRINITY SCHOOL & SPORTS COLLEGE

SUPPORT STAFF JOB DESCRIPTION

Name		Post	Welfare Assistant
Reporting to:	Relevant Key Stage Leaders		
Responsible for:	The primary role of the welfare assistant is in carrying out welfare routines for pupils relating to personal hygiene, well-being, positioning and feeding. This may include, under the direction of the class teacher carrying out specific programmes to promote well-being and to develop self-help and independence skills with specific pupils.		
Liaising with:	Head, Leadership Group, teaching and support staff, LA representatives, external agencies, parents and Governors.		
Hours of work:	11.45am – 4.00pm 21.25 hours per week, term time only + 5 training days or equivalent		
Salary/Grade:	Grade 3		
Job Evaluation ref:	N8658		
Disclosure Level	Enhanced Disqualification by Association		

As part of the staff of Durham Trinity School & Sports College you will be expected to:

1. Promote the agreed aims, ethos and policies of the school at all times.
2. Actively contribute to and work as a member of the staff team.
3. Take part in training as appropriate to the post.

General Responsibilities:

- Work in partnership with teachers and other professionals to provide effective support and care tailoring support to the needs of the individual pupils if necessary.
- Work with small groups of children and individuals within the classroom and/or externally to the main class as required.
- Maintain written records of feeds, toileting, medication and specific intervention programmes.
- Ensure that all recording is kept up to date.
- Clean, prepare and maintain resources used.
- Maintain a high level of pastoral care to pupils within the class and throughout the school.
- Provide appropriate help throughout the day, including break and lunchtime monitoring and pre and post school activities as necessary.
- Undertake appropriate training and administer prescribed medication when required.
- Follow the schools policy and procedures for: moving and handling, behaviour management including the use of restrictive physical intervention.
- Provide intimate care to meet pupils' needs.
- Assist where necessary with learners with feeding difficulties, including those with a

gastrostomy and feeding and drinking management plans.

- Contribute and participate in team meetings and briefings.
- Maintain and promote a positive image of the school to children, parents and visitors.
- Provide pastoral care and support to sick and injured children, taking appropriate action as necessary, ensuring that parents and school staff are fully informed of incidents and accidents.
- Contribute to accident records as required.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Complete any other tasks commensurate with the post which may be asked be requested by the Head Teacher to ensure the smooth running of the school.

This job description will be subject to review at least once each academic year and may be amended as part of that review or at any other time in consultation with the post holder.

Signed

Date