



ST ANSELM'S CATHOLIC SCHOOL

JOB DESCRIPTION: WELFARE ASSISTANT

GRADE/SALARY RANGE: KSB + Welfare Allowance

HOURS: 30 hours a week for 39 weeks a year

Person Specification

	Essential	Desirable
Qualifications	A good standard of general education Hold GCSE Maths and English, or equivalent to a Grade 5 or a C.	Hold GCSE Maths and English, or equivalent to a Grade 5 or a C. Recent CPD relating to work as a TA
Specific Skills, Experience and Knowledge	Familiarity with ALL SCHOOL policies concerning Health & Safety, AEN and Equal Opportunities ICT skills including experience of Microsoft Office Good numeracy and literacy skills	Previous experience of working with children and young people, preferably within an educational setting
Personal Qualities	Excellent record of punctuality and attendance Ability to remain calm under pressure. Able to work effectively as part of a team Willing to undertake relevant training to develop performance Ability to relate well to children and adults Ability to encourage pupils to interact with others and be socially responsible Supportive of the School's Catholic Ethos	Desire and potential to progress to further promotion

Responsibilities

- To support the class teacher in the teaching and welfare of students to enable them to make progress towards their individual targets
- To support the maintenance of a clean, orderly and safe working environment, making sure that equipment/resources/materials are set out on time and as per instructions received from the class teacher
- To liaise with class teacher as needed before, during and after lessons in order to help to facilitate good progress for pupils.
- To support pupils in accessing learning activities as directed by the teacher
- To aid students in transporting their learning materials between lessons
- To be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- To assist teaching staff with learning activities, ensuring health and safety and good behaviour of pupils, including off-site activities
- To supervise and support students as required during social time
- To act as a key worker, by negotiation for individual pupils
- To participate as required in meetings with external agencies and parents to review student progress, as directed by the AENCO
- To lead the running of small group sessions for pupils with specific needs as required, under the direction of qualified staff
- Under the direction of the SENCO, support pupils with transition between key stages: primary transition from Y6 to Y7, Y9 options process, post-16 and post-18 destinations.
- To undertake basic record keeping/sharing in respect of pupil learning, behaviour management, child protection etc
- To be aware of and comply with school policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing
- To contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professional to enable the school to fulfil its development plans
- To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development
- To attend departmental meetings by arrangement
- To participate in the school's annual system of Performance Management and to maintain a CPD portfolio
- To be alert to the health and safety of the working environment and to advise teachers of any health and safety concerns
- To, as necessary, act as a tutor, or to provide 'student support' for part of each day (the nature of this support will be negotiated with the postholder).
- May be asked to drive the school minibus.

In addition to the above generic TA responsibilities, Welfare Assistants are also required:

- To tend to the personal hygiene or physical needs of students as necessary. This may include attending to the toileting needs of students

- To ensure that students have full access to all areas of the school environment e.g. be able to push a wheelchair or operate the school lift
- To accompany students on off-site trips, including those outside of normal school hours
- To carry out specialist programmes under the direction of the AENCO or external agencies e.g. Physiotherapy or Occupational Therapy services
- To maintain and operate specialist equipment required by individual students.
- To provide First Aid and administer medication as required.
- To undertake essential training to meet students' needs including Moving and Handling, First Aid, Epi-pen, administration of Rectal Diazepam.
- To supervise the arrival and departure of disabled students.

Other

A TA may be required to undertake any other reasonable tasks as required by Headteacher.

This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.