

Lancashire County Council

Grade Profile – Welfare Assistant (Grade 1)

POST TITLE:	Welfare Assistant
GRADE:	Grade 1
CAR USER:	No
LOCATION:	Caton Primary School
RESPONSIBLE TO:	Headteacher through the School Administrator
STAFF RESPONSIBLE FOR:	None
JOB PURPOSE:	The main objectives to be achieved by the Postholder
To secure the safety, welfare and good conduct of pupils during the midday break period.	
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
<ul style="list-style-type: none"> • Control the dinner queue; • Supervise pupils eating their dinners; • Prevent them from taking food outside the dining area; • Control the behaviour of pupils while they eat their meals; • Keep pupils out of classrooms when they should be outside; • Check that groups of pupils do not hang around places that they should not (such as toilets); • Control the behaviour of pupils in the playground; • Follow the school's behaviour policy for pupils who break the rules; • Deal with accidents in the playground or dining area and report these according to the school's procedures; • Keep young pupils occupied when they have to stay indoors. 	
Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

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

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