

HAWES SIDE ACADEMY



Welfare Assistant

About the Job

Person Specification



About the Job

Job Outline

Location	Hawes Side Academy, Johnsville Avenue, Blackpool FY4 3LN
Title of Post	Welfare Assistant
Grade	Grade A/B 3 (£24,796 or £5232 pro-rata)
Hours	10 hours per week, Term Time Only
Required from	asap

Purpose of the Job

To contribute to the continuing development of an academy where everyone matters and everyone succeeds through promotion of community, learning and creativity in harmony.

Under the general direction of the Welfare Manager, to assist in the general care and welfare of pupils over the lunchtime period.

Key Tasks

Main /Core Duties	<ul style="list-style-type: none">To work individually, and as a member of a team, to secure the welfare, safety and good conduct of pupils during the lunchtime period.
Operational/Strategic Planning	<ul style="list-style-type: none">To assist in the setting out and putting away the tables and chairs in the main and small hall
Service Provision	<ul style="list-style-type: none">To supervise pupils in the specified lunchtime areas e.g. main and small hall, activity rooms and playground areasTo carry out associated ancillary duties (for example cleaning up spillages, ensuring tables are clear etc.)To assist the maintenance of good order and discipline, in line with academy policyTo arrive promptly and be on duty in the designated area on time
Service Development	N/A
Staffing Development	<ul style="list-style-type: none">Participate in training, other learning activities and performance management as may be reasonably directed.
Recruitment/Deployment of Staff	N/A
Quality Assurance	<ul style="list-style-type: none">Be part of a review cycle to ensure that standards are maintained.
Management Information and Administration	N/A
Communications	<ul style="list-style-type: none">Maintain positive communications within the school environment
Marketing and Liaison	<ul style="list-style-type: none">Promote actively the Academy corporate policies.
Management of Resources other than people	<ul style="list-style-type: none">To support management of the welfare equipment and resources for academy use using principles of best value
Corporate Responsibility	<ul style="list-style-type: none">Be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety and general data protection regulations, reporting all concerns to an appropriate person.Contribute to the overall vision, mission and values of the academy.Appreciate and support the role of other professionals.

	<ul style="list-style-type: none"> Attend and participate in relevant meetings as may be reasonably required.
Other Specific Responsibilities	<ul style="list-style-type: none"> Carry out duties in the most effective, efficient and economic manner. To participate in the performance management process To participate in relevant safeguarding and safety training to ensure current knowledge and practice relevant to the area is maintained.
Safeguarding	The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.
General Statement	This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

Person Specification

Experience and knowledge	Essential (E) or desirable (D)	To be identified by: application form (A) interview (I), references (R)
Qualifications		
Basic Literacy and Numeracy	E	A
Appropriate relevant qualifications	D	A
Knowledge, Skills, Abilities		
The ability to work on own initiative with minimum supervision	E	A I
Awareness of Health and Safety	D	A I
Ability to relate well to children	E	I R
Ability to work as part of a team	E	I R
Good communication skills	E	A
Knowledge of the concept of confidentiality	E	I
Flexible attitude to work	D	I R
Organised and meticulous	E	I R
Other		
Commitment to undertake in-service development	D	I A