



Job Description

Post title: Welfare Assistant

Responsible to: Deputy Headteacher

Salary: G4

Status: **Fixed Term Contract (1 year with the potential to become permanent)**

PURPOSE

Whitchurch Primary School & Nursery is a well-established school, renowned for its inclusivity and excellent provision for its pupils.

MAIN DUTIES AND RESPONSIBILITIES.

- Caring for sick or injured pupils, administering first aid for minor injuries or sickness, and generally giving comfort to such pupils.
- Caring for pupils with specific medical conditions, following the strategies outlined in individual health care plans, administering medicine where required and supporting staff with effective care.
- Attending to pupils with SEND who may require personal, intimate care.
- Provide assistance with the physical and health needs of pupils with SEND.
- Collaborating with the parents of pupils with SEND with complex health concerns, to ensure maximum pupil participation in school life.
- Liaising with school staff on the emotional, mental and physical needs of all pupils.
- Providing any necessary or regular treatment /and or medication requested by parents and in line with school policy.
- Providing first aid support to staff and visitors of the school if required.
- Keeping school medical records up to date and in line with GDPR regulations.
- Maintaining high standards of hygiene in the welfare room.
- Maintaining supplies of basic stock such as first aid items and re-ordering as necessary.
- Promote the school's visions "Learners today, leaders tomorrow" and the school's core values; respect, responsibility, resilience, honesty, generosity and aspiration.
- Compliance with school policies and procedures particularly those relating to child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to the Deputy Headteacher or Headteacher.
- Reporting all safeguarding and child protection concerns to the Designated Safeguarding Lead or appropriate Senior Leadership Team member immediately following a disclosure.
- Administering proper procedures for managing and recording pupil medications; first aid bags in classrooms, educational visits and monitoring and reporting expiry dates to parents/carers in line with school policy.
- Maintaining staff first aid and/or specific medical conditions e.g. diabetes training records and organising first aid and/or specific medication conditions e.g. diabetes training for staff.
- Managing and maintaining the school's accident and incident log books; ensuring all incidents are correctly recorded and reported; and referred in accordance with London Borough of Harrow guidelines.
- Providing a summary report of all accidents and incidents to the Deputy Headteacher.



- Liaising with the Attendance and Admissions officer and class teachers on all absences from school due to minor / non-minor accidents.
- Liaising with the Harrow's School Nursing service and other outside agencies on pupil related matters and to process arrangements for the efficient operation of medical examinations.
- Completing medical risk assessments in collaboration with the Deputy Headteacher or SENDCo.
- Organising all hospitality arrangements in school under the direction of the Deputy Headteacher/Senior Leadership Team.
- Setting a good example in terms of dress, punctuality and attendance.
- Organising fruit and milk and distribution to appropriate classes
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be able to establish and maintain positive relationships with children and colleagues and parents/carers.
- Other duties of an appropriate level and nature will also be required.

SUPPORT FOR PUPILS

- Provide specialist inclusion support for children ensuring their safety and well-being as well as their learning and development.
- Supporting and supervising individual pupils or groups as required with teacher-led or planned learning activities.
- Establishing and maintaining appropriate relationships with individual pupils and groups by communicating effectively and by encouraging their social and emotional development, building trust and rapport to support an effective learning environment.
- Setting challenging and demanding expectations for our pupils, whilst promoting their self-esteem and independence.
- Providing feedback and encouragement to pupils as appropriate in relation to progress and achievement, under the guidance of the teacher or other senior members of staff.
- Supporting children with specific needs where directed: such as those with behavioural, emotional, physical or social development needs to enable them to maximise learning and reporting progress or concerns to class teachers/senior members of staff as appropriate
- Promoting the inclusion and acceptance of all pupils within the classroom.
- Recognising and responding to pupils' individual needs.
- Accompanying pupils and staff on school visits/trips and out of school activities.

CLERICAL AND GENERAL DUTIES

- Maintaining pupil information e.g. care plans and medical registers for teaching staff.
- Ensuring that all documentation associated with welfare administration is up-to-date and available for staff
- Updating the school's learning environment with key messages related to welfare, first-aid and supporting pupils with medical conditions to promote a safe school environment
- Liaising with parents/carers when a child is on medication and ensuring that all relevant medical records are updated and shared with relevant staff
- Liaising with parents/carers when a pupil is absent from school due to a health reason which requires targeted intervention and/or support at school



- Liaising with parents/carers regarding pupils who have a risk assessment to seek updates which are then shared with relevant staff
- Undertake filing linked to welfare, safeguarding and child protection and/or the Inclusion team to ensure that all files are accurate and up-to-date
- Word-processing and other administration tasks as requested by the Deputy Headteacher and School Business Manager

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The post holder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Harrow's policies on Equality and Code of Conduct.

All the above duties are to be carried out in line with current Health & Safety legislation.

I can confirm my acceptance of the Job Description as outlined above.

Name: _____

Signed: _____

Date: _____



Person Specification Welfare Nurse/ Teaching Assistant (G4)

QUALIFICATIONS	Essential	Desirable
A good level of education to at least GCSE Level in English and Mathematics.	X	
NVQ's childcare Level 2/ 3.	X	
First Aid Qualification.	X	
Paediatric First Aid training or equivalent	X	
Nursing/Healthcare experience/qualification		X
EXPERIENCE		
Experience of working with children within a school environment.	X	
Other experience e.g. being a paid worker in play schemes, private nurseries, midday supervision, after - school clubs or similar.		X
KNOWLEDGE AND UNDERSTANDING		
The safeguarding requirements when working with children.	X	
The needs of primary school children.	X	
Child development and the ways in which children learn.		X
The roles played by various adults in a child's education.		X
The Equality Act and its application in a school setting.	X	
SKILLS		
The ability to communicate clearly, accurately and effectively both orally and in writing.	X	
Have basic ICT skills to use (Word and Excel) for reporting purposes.	X	
Have some manual handling experience/training.	X	
PERSONAL ATTRIBUTES		
The ability to maintain confidentiality.	X	
The capacity to remain calm and cope with the unexpected.	X	
Commitment, flexibility and enthusiasm.	X	
A willingness to learn, use initiative and be part of a positive and collaborative team.	X	