



Role Title	Typically reports to
Welfare Assistant	
Information sources	Date of profile
Agreed by School Working Party Job Evaluation Panel	150711
Purpose of the role (job statement)	
To work as part of a team supporting and assisting pupils' development and learning, facilitating access to dining and recreational facilities including physical and general care.	
Responsibilities	
Key duties: 1. Support other staff in managing pupil behaviour during recreational and dining activities 2. Report pupil behavioural issues in line with schools policies 3. Assist pupils to develop their independence through specific tasks. 4. Communicate with pupils to encourage acceptable behaviour 5. Maintain confidentiality and adhere to safeguarding procedures Individuals in this role may also: 1. Provide comfort and support to sick, ill or distressed pupils in line with school policies 2. Provide basic welfare support to pupils with special educational needs 3. Provide clerical and administrative support 4. Support pupils and parents / carers to improve attendance. 5. Demonstrate own duties to new or less experienced staff 6. Gather / report basic information to / from parents / carers as directed	
Indicative knowledge, skills and experience	
Experience of working with children	