

MANOR HALL ACADEMY TRUST		
Post Title	REF	Grade
Pupil Welfare Support Assistant	MHJD077	Grade 2 (Level 1)

Statement of Purpose

To work under the direction and instruction of senior staff to provide the care of the children during the school day.

Supervision of Pupils

- Escorting children to and from the classroom (late arrivals or for external appointments).
- Provision of basic first aid for minor injuries or summoning help from the Health and Safety Officer for more serious illness or injury.

Support to Pupils

- Administering medicines to children in accordance to the prescribed instructions and in line with the Local Authority policy for the administration of medicines.
- Ensuring all parents/pupils receive the relevant information, e.g. school newsletters and other correspondence.
- Take personal belongings to pupils where these are brought into school for them during the school day.

Support for Parents

- Contact parents to inform them of illness or injury in relation to their child, which occurs during the school day.
- Complete relevant documentation (e.g. accident forms) to provide information to parents.

Resources

- Responsibility for ensuring that spare clothing is available when required.
- Required to operate office equipment.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.

- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification - Pupil Welfare Support Assistant Level 1	
Essential Criteria	Measured By
Qualifications/Training <ul style="list-style-type: none"> • Good interpersonal skills. 	AF/I
Knowledge/Skills <ul style="list-style-type: none"> • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills. 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

AF - Application form

I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***