

STALHAM INFANT & JUNIOR SCHOOLS

JOB DESCRIPTION

POST TITLE:	Specialist Hub of Inclusive Practice (SHIP) Welfare Support Assistant
RESPONSIBLE TO:	Headteacher/SENDCo/Senior Leader
GRADE:	C
POSTHOLDER:	

1. JOB PURPOSE

The SHIP Welfare Assistant will work as part of the SHIP team to promote the safety, health, wellbeing, dignity and inclusion of pupils on roll at the Specialist Hub of Inclusive Practice. Under the direction of the SHIP Lead Teacher and HLTA, the post holder will provide responsive welfare support and consistent supervision, with a particular focus on lunchtimes, transitions and other less structured parts of the school day.

The post holder will help pupils to feel safe, regulated and ready to participate. They will follow each pupil's individual plans, medical or healthcare arrangements, risk assessments, communication approaches and agreed strategies. Through calm, compassionate and predictable support, they will develop pupils' independence, self-regulation and ability to access the SHIP, mainstream classes and the wider life of the Academy.

Overview/Context

The SHIP is a small, specialist provision for up to eight pupils of junior-school age with co-occurring special educational needs and/or disabilities. Pupils may have learning needs alongside neurodiverse traits and secondary speech, language and communication, social, emotional and mental health, physical or sensory needs. The SHIP works closely with pupils, families, the school and other professionals so that pupils can participate in mainstream learning and school life as fully as is appropriate for them.

Principle accountabilities / responsibilities of the job

- Promote and safeguard the welfare of pupils within the SHIP and the wider school, reporting concerns promptly through the school's agreed procedures.
- Provide high-quality welfare, first-aid and pastoral support within the post holder's training and competence.

- Create a sense of emotional and physical safety through calm relationships, predictable routines, co-regulation and consistent use of agreed language and approaches.
- Support pupils to participate safely and successfully at lunchtime, during play, at transitions and in other less structured activities.
- Follow individual pupil plans accurately, including healthcare plans, risk assessments, behaviour or regulation plans, communication profiles and personal care arrangements.
- Work collaboratively with the SHIP Lead Teacher, HLTA, TAs, SENDCO, school staff, families and relevant professionals.

MAIN RESPONSIBILITIES:

1. Pupil welfare, relationships and regulation

- Develop warm, respectful and consistent relationships that promote trust, belonging and emotional safety.
- Use a calm manner, agreed scripts, appropriate tone and supportive body language, particularly when a pupil is anxious or dysregulated.
- Provide co-regulation and help pupils recognise and communicate their needs, use agreed regulation strategies and gradually develop greater self-regulation and independence.
- Notice changes in a pupil's presentation, wellbeing or behaviour and share relevant observations promptly with the SHIP Lead Teacher or HLTA.
- Support pupils' self-esteem, dignity, choice and agency while maintaining appropriately high and aspirational expectations.
- Respond compassionately to distress or crisis and follow agreed de-escalation, positive handling and safety plans. Physical intervention must only be used by appropriately trained staff and in line with policy.

2. Lunchtime, play and transitions

- Support the organisation and supervision of lunch and play arrangements for SHIP pupils, within the provision and when accessing shared school spaces.
- Help pupils manage transitions to and from the dining area, playground, mainstream classes and other parts of the school using agreed visual, communication and sensory supports.
- Promote positive social interaction, communication, play and inclusion, while recognising when a pupil needs reduced demand, space or a quieter environment.
- Support pupils to eat and drink safely and with dignity, following individual plans relating to allergies, dietary requirements, sensory needs, seating, swallowing or feeding. Specialist support must only be provided following appropriate training and authorisation.
- Encourage pupils to develop age- and need-appropriate independence in personal organisation, hygiene, eating, clearing away and use of shared spaces.
- Check that the immediate environment and resources are safe, suitable and ready for pupils, and report hazards or concerns without delay.

3. First aid, medication and healthcare

- Provide first aid within the level of current training, seek further assistance when required and respond promptly to illness, accident or injury.
- Be familiar with the needs and agreed arrangements of individual pupils, including healthcare plans, allergies, emergency procedures and relevant risk assessments.
- Administer or supervise medication only when trained, authorised and directed to do so, following school policy and the pupil's healthcare plan.
- Maintain clear, accurate and timely records of accidents, injuries, first aid and medication, and ensure information is passed to the appropriate member of staff and to parents/carers in line with school procedures.
- Support pupils with intimate or personal care only where this is part of an agreed plan and the post holder has received appropriate training, while protecting privacy, dignity and safeguarding.
- Recognise the limits of the role and obtain support from a first aider, senior leader or emergency service whenever necessary.

4. Teamwork, communication and record keeping

- Work under the direction of the SHIP Lead Teacher and HLTA, contributing to a consistent team approach across the SHIP and wider school.
- Share concise and relevant information with colleagues at handover points, including information about wellbeing, food and drink, medication, first aid, regulation, incidents and successful strategies.
- Contribute factual observations to pupil records, reviews, plans and meetings when requested, maintaining confidentiality and data protection at all times.
- Communicate professionally and sensitively with parents/carers when directed, referring clinical, educational or safeguarding matters to the appropriate member of staff.
- Liaise appropriately with school staff and visiting professionals, recognising and supporting their respective roles.
- Attend relevant meetings, supervision, briefings and training as required within the working arrangements of the post.

5. Resources, environment and administration

- Maintain an orderly, welcoming and low-arousal environment that meets pupils' physical, sensory and emotional needs.
- Check and replenish designated first-aid, personal-care and welfare supplies, reporting shortages to the appropriate person.
- Use school systems and equipment to complete records and routine administration accurately and securely.
- Follow infection prevention, food hygiene, moving and handling, and health and safety procedures relevant to assigned duties and training.

Safeguarding and professional responsibilities

- Act at all times in the best interests of children and maintain a clear commitment to safeguarding and promoting their welfare.
- Read and follow the current relevant sections of Keeping Children Safe in Education and all school and Trust policies relating to safeguarding, child protection, health and safety, confidentiality, data protection, equality and professional conduct.
- Report any safeguarding concern, disclosure, unexplained injury, change in presentation or concern about staff conduct immediately to the Designated Safeguarding Lead or appropriate senior leader.
- Promote equality, inclusion and respect for difference, and ensure that pupils are protected from discrimination, bullying and degrading treatment.
- Participate in appraisal, supervision, induction and relevant professional development, including first aid, safeguarding, Norfolk Steps and any pupil-specific medical, feeding, moving and handling or personal-care training required for the role.
- Contribute positively to the ethos and aims of the SHIP, Falcon Junior School and the Trust.

Other Job Information

An enhanced DBS check is required. A full driving licence is required (special factors or constraints and physical requirements or environmental conditions that the job holder will encounter, including how long they last and how often they occur).

This job description identifies the main responsibilities of the post. It is not an exhaustive list. The post holder may be asked to undertake other reasonable duties that are commensurate with the grade, nature and level of responsibility of the role. Duties will be reviewed in discussion with the post holder as the SHIP develops and pupils' needs change.

ACCEPTANCE

I acknowledge receipt of this job description of which this is a copy

Signature:.....Date:.....