



## **Advert for a Position at Hebden Green School**

<b>Role</b>	Grade 4 Welfare Assistant	
<b>Grade</b>	4	<b>SCP</b> 4
<b>Hours</b>	32.5 hours per week, 39 weeks per year	
<b>Term of Contract</b>	Temporary	
<b>Area of School</b>	TBC	
<b>Main Duties</b>	<p>Main duties:</p> <ul style="list-style-type: none"> <li>• Assist teaching staff in the delivery of learning activities.</li> <li>• Attend to the personal, social and physical needs of pupils including washing, toileting, assisting with feeding, bathing, dressing and undressing pupils.</li> <li>• Under the direct supervision of the teacher or other staff, assist individual or groups of pupils in the classroom and ensure their safety and wellbeing.</li> <li>• Assist with the escorting of pupils on education and recreational visits.</li> <li>• Help pupils to transfer to and from their transport and escort them to designated area.</li> <li>• Relay pupil care information to teaching staff for updating of school records.</li> <li>• Carry out washing, laundry and cleaning of equipment duties.</li> <li>• Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.</li> <li>• Display and present the pupils' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.</li> <li>• Attend staff and other meetings and participate in staff training development work and staff reviews as required</li> </ul> <p><i>Hebden Green is committed to the safeguarding of all pupils and the school community. All appointments are subject to an Enhanced DBS disclosure, overseas police check (if applicable), health check and professional reference checks</i></p>	
<b>How to apply</b>	Through My new term website	
<b>Other requirements of application</b>	<ul style="list-style-type: none"> <li>- Experience of working with children with complex needs</li> <li>- Experience of supporting families</li> <li>- You must have excellent communication skills &amp; be self-motivated</li> </ul>	
<b>If you have any questions contact</b>	Lauren Jones	
<b>Date displayed</b>	28 <sup>th</sup> January 2026	
<b>Closing date</b>	9am 23 <sup>rd</sup> February 2026	
<b>Interview date</b>	26 <sup>th</sup> February 2026	