



## Welfare Assistant Job Description (School Nursery)

Post title:	Welfare Assistant
Salary and grade:	Grade 2- £24,796.00 PR
Line manager/s:	EYFS Lead, the headteacher and members of the senior leadership team (SLT)

### Main purpose of the job:

To work under the direct instruction of teaching staff/teaching assistants and to assist with the general welfare and care of pupils in relation to pupils' physical, social and emotional needs and development.

### Duties and responsibilities:

- **Provide personal care and support** to pupils, including washing, toileting, nappy changing, dressing, and maintaining hygiene.
- **Assist pupils during mealtimes**, including feeding where necessary and promoting healthy eating habits.
- **Supervise pupils** in the dining hall, playground, and other areas of the school to ensure safety and positive behaviour.
- **Prepare and maintain learning resources**, ensuring classrooms and shared spaces are clean, tidy, and well-organised.
- **Support pupils with special educational needs (SEN)** or younger children with additional physical or emotional needs.
- **Monitor pupil well-being**, reporting any concerns regarding health, safety, or emotional welfare to the appropriate staff.
- **Encourage positive social interaction** and inclusion during play and group activities.
- **Provide first aid** and respond to minor injuries or illnesses in line with school policy.
- **Assist with arrival and departure routines**, ensuring pupils are safely handed over to parents/carers.
- **Promote good behaviour and adherence to school rules**, using positive reinforcement strategies.
- **Help with school events and activities**, such as trips, assemblies, and extracurricular programs.
- **Maintain confidentiality** and safeguard pupils in accordance with school policies and statutory requirements.

### Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect
- Maintain good communication and relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Have high expectations of behaviour, promoting self-control and independence of all pupils



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- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviours which are expected of pupils
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

## Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school
- Ensure that colleagues working with you are appropriately involved in supporting pupils and understand the roles they are expected to fulfil

## Other

- To have professional regard for the ethos, policies and practices of our Trust schools and the Trust and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by EYFS Phase leader, the headteacher or members of the senior leadership team (SLT)

## Qualifications & Checks

- GCSE English and Maths (or equivalent).
- Enhanced DBS (children's barred list).
- Basic Safeguarding training (or willingness to complete immediately upon appointment).

## Experience

- Experience working with young children (2–5 years) in an early years/school setting or childcare environment.
- Experience supporting care routines: toileting/nappy changing, hygiene, snack/lunch supervision.
- Experience maintaining confidentiality and accurate welfare records (accident/incident logs).

## Knowledge & Skills

- Understanding of **EYFS** principles (prime areas: communication & language, physical development, personal/social/emotional).
- Basic knowledge of **safeguarding** and knowing how/when to escalate concerns.
- Awareness of **SEND** and inclusive strategies; ability to follow plans set by teachers/SENCO.
- Good communication with children and adults; calm, clear, and reassuring.
- Team-working; able to take direction and use initiative appropriately.
- Basic first aid awareness (or willingness to train).
- Good organisational skills; attention to detail, hygiene, and safety.

## Attributes

- Warm, patient, and child centred; respects dignity and promotes independence.
- Reliable, punctual, and discreet.



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- Resilient and solution focused; able to manage busy environments and routines.
- Culturally sensitive and committed to equality, diversity, and inclusion.

## Desirable

- Level 2/3 qualification in Early Years/Childcare (e.g., **CACHE, NVQ**, or equivalent).
- **Paediatric First Aid** certificate.
- Additional training: food hygiene, infection control, positive behaviour support, autism awareness, communication/visual supports.
- Experience with allergy management and dietary needs.
- Experience contributing to learning journals/observations under EYFS.
- Familiarity with Ofsted expectations for welfare/safeguarding and the SEND Code of Practice.



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## Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school or Trust is changed. Nothing will be changed without consultation.

Signature of post holder: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature of Head teacher: \_\_\_\_\_