



CESHIRE WEST AND CHESTER

JOB DESCRIPTION

JOB TITLE: Welfare Assistant (Special)

REFERENCE: AAAF7088

GRADE: 3

RESPONSIBLE TO: Headteacher

JOB PURPOSE

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.

PRINCIPAL RESPONSIBILITIES

- 1 Attend to the personal, social and physical needs of pupils including washing, toileting, assisting with feeding, bathing, dressing and undressing pupils.
- 2 Under the direct supervision of the teacher or other staff, assist individual or groups of pupils in the classroom and ensure their safety and well-being.
- 3 Carry out feeding support for students using specialised feeding support techniques such as mic-key feeding tubes or pump feeds.
- 4 Lead on the use of changing beds following training. Support classroom staff in their use of standing frames and walkers, ensuring devices are used and stored properly.
- 5 Assist with the escorting of pupils on educational and recreational visits, with specific responsibility for toileting, feeding and administration of medications while away from school.
- 6 Help pupils to transfer to and from their class and to designated areas.
- 7 Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.
- 8 Upkeep of changing areas, Including cleaning room and equipment after each use and replenishing supplies.
- 9 Display and present the pupils' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.

- 10 Responsible for liaising with SENCO updating on student intimate care, manual handling care plans, and medical information in the school student database.
- 11 Administer medication to students as required, ensuring that all medication is properly signed in and out, clear records are kept for all medication and administration, and managing all emergency medications and related records. This includes prescribed and controlled medications.
- 12 Attend staff and other meetings and participate in staff training development work and staff reviews as required.

NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire West and Chester County.