

WELFARE ASSISTANT



CANDIDATE INFORMATION PACK

January 2024

BYRCHALL HIGH SCHOOL

Welfare Assistant

Salary: £11.78 per hour

We are seeking to appoint for 3 enthusiastic and well-motivated Lunchtime Welfare Assistants to help supervise students (aged 11 to 16) during lunchtimes.

Key duties include

- The supervision of students during lunchtime within the canteen and surrounding areas.
- Promote good behaviour by acting as a good role model by following the school behaviour policy.
- Maintain the school ethos at all times.

Ideal candidates will work well with others and will encourage good behaviour and set an appropriate example to our students.

Salary: £11.78 per hour
Start Date: As soon as possible
Contract: Permanent
Working Time: 6 hours 15 minutes
Work Pattern: Monday to Friday: 1.00pm to 2.15pm
1 hour 15 minutes per day, term time only

For enquires and further information, please e-mail: jleigh@byrchall.wigan.sch.uk

Application forms are available from the school website: www.byrchall.wigan.sch.uk

Applications will be reviewed upon receipt

Interview Date: To be advised

Please note this advert may close early if the post is successfully filled before the advertised closing date.

This position is subject to Enhanced Disclosure Procedure.

GENERAL INFORMATION

Formerly the Ashton Grammar School, Byrchall High School is now an 11-16 co-educational Comprehensive School of 1000 students. The school takes its name from Robert Byrchall, the original founder of the school in 1588.

The school is governed by the Makerfield Academy Trust, which is a charitable company. The members of the Trust agree its visions and values. The Board of Directors set the strategic direction of the organisation, ensure the vision and values are upheld and ensure financial probity. The school has a Local Governing Body who oversees the leadership and management of the school.

The current Byrchall High School is a modern, forward looking establishment. We aim to be at the forefront of teaching and learning developments and are highly committed to CPD. Our emphasis on learning and achievement is allied to a strong moral and ethical dimension that reflects our founding principles. The school was judged as 'Good' in all areas by OFSTED in September 2022. They noted that the school has high expectations of what pupils should achieve, and it has a clear and ambitious strategy for school improvement. It said the pupils behave well around the site and that they have positive attitudes to their education.

Byrchall High School has a truly comprehensive intake, ranging from students who will go on to study at top universities to those who require additional support. All students are valued equally. Byrchall High School has a strong academic record.

Our students participate and achieve in a wide range of academic competitions including Debating and Public Speaking, the UK Mathematics Challenge, The Big Book Quiz, Engineering and Stem Challenges.

The school is situated on a very pleasant site on the outskirts of the small town of Ashton-in-Makerfield in the Wigan Local Authority. The school is opposite Haydock Park Race Course and very close to the junction of the A580 and the M6 motorway; it is, therefore, easily accessible from any number of directions and within easy reach of Manchester and Liverpool. The school is having a substantial new build programme, which is scheduled to open in September 2024. This includes new sports facilities, drama studios, classrooms, dining facilities, Learning Resource Centre, Administration offices, SEN suite and specialist teaching rooms for Science, ICT, Product Design, Food, Art and Music



JOB DESCRIPTION

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DEPARTMENT	Support Staff
JOB TITLE	Welfare Assistant
HOURS	1.00pm to 2.15pm
SALARY	£11.78 per hour
RESPONSIBLE TO	Academy Business Manager

KEY PURPOSE:

To supervise students during the lunchtime period in the canteen and surrounding areas; promoting good behavior at all times.

This post contributes to continuous improvement in young people's learning experiences. You will set a positive personal example of a friendly and respectful service, and have a special regard for the development and needs of young people. Specifically, as Welfare Assistant this will be achieved through excellent attendance, punctuality and acting as a good role model to students.

Main Duties and Responsibilities

- To supervise students at lunchtime in the canteen and surrounding areas in accordance with the instructions of the Headteacher or Academy School Business Manager.
- To implement the school behavior policy during lunchtime.
- To work as part of the lunchtime team and to support colleagues where appropriate.
- To ensure that any injury or sickness of students is reported immediately to First Aid.
- To check that no student remains in the canteen or surrounding areas when afternoon lessons are due to commence.
- To contribute to the maintenance of a safe environment for students.
- To follow the school's safeguarding policy.

Generic Responsibilities

- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the school.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders.

HEALTH & SAFETY

In line with the Health & Safety at Work Act colleagues should be aware of the duty of care and follow reporting procedures as determined by the Governors.

The details contained within this job description reflect the content of the job at the date it was prepared. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trustees of Byrchall High School will expect to revise the job description from time to time and will consult the postholder(s) at the appropriate time