

**1:1 Welfare Assistant**

**Job Description and Personal Specification**

**( June 2025)**

**Purpose of the Role:**  
To provide dedicated 1:1 support for a pupil with medical needs within an Enhanced Learning Provision (ELP), ensuring their health, safety, wellbeing, and access to learning are prioritised. The Welfare Assistant will work closely with teaching and support staff, external medical professionals, and the child’s family to deliver high-quality, individualised care and educational access.

**Key Responsibilities:**

**Direct Pupil Support:**

* Provide consistent, compassionate, and responsive 1:1 support throughout the school day for a named pupil with medical needs.
* Support the pupil’s individual health care plan, including administering medication, monitoring medical equipment, and responding appropriately to health needs in liaison with healthcare professionals.
* Ensure the child can access the curriculum safely and meaningfully, providing emotional and behavioural support as required.

**Collaboration and Communication:**

* Work closely with the class teacher, ELP Lead, and SENCo to implement strategies and ensure a consistent approach to support.
* Liaise with parents and carers daily, providing clear, sensitive updates and promoting a collaborative approach to care.
* Communicate effectively with health professionals, therapists, and external agencies involved in the pupil’s care.

**Learning Support:**

* Adapt learning tasks and materials under the direction of teaching staff to suit the child’s needs.
* Encourage independence while providing appropriate support, ensuring the child remains included in class and social activities.
* Monitor and record progress and wellbeing, sharing observations with the teaching team and SENCo.

**Health and Safety:**

* Maintain a high standard of hygiene and medical care, following all risk assessments and health care protocols.
* Be trained and competent in relevant medical procedures (e.g. diabetes care, tube feeding, epilepsy management), as required.
* Follow safeguarding policies and procedures at all times.

**Person Specification:**

**Essential Skills and Qualities:**

* Empathy, patience, and a genuine commitment to supporting pupils with additional medical and learning needs.
* Confidence in managing medical needs in a school setting (training will be provided).
* Strong communication skills, including the ability to liaise sensitively with families and professionals
* Ability to work as part of a multidisciplinary team.
* Good level of literacy and numeracy, with the ability to support learning activities.
* Flexible, reliable, and proactive in responding to the child’s needs.

**Desirable:**

* Previous experience supporting children with complex medical needs or disabilities.
* Knowledge of SEND and inclusion practices.
* First aid or specialist medical training.