

## **JOB DESCRIPTION**

### *Midday Care Assistant*

#### **Severndale Specialist Academy Vision:**

Our children and young people are aged 2 ½ to 19 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioural difficulties arising from their condition; many have communication difficulties.

*EVERYONE VALUED....EVERYONE INCLUDED....EVERYONE LEARNING*

#### **Purpose of the Post:**

While working under the instruction of the teaching staff and nominated teaching assistants, a Midday Care Assistant will support the personal needs of pupils through play, assisting with their personal welfare and feeding of an individual or small group of pupils.

#### **Duties and Responsibilities will include:**

##### *Midday Care Assistant Responsibilities*

- Participate in play activities, whilst pupils are in recreation time
- To feed pupils following plans and procedures where necessary
- To provide intimate care for children under the direction of classroom staff
- To be flexible and understanding within the working environment

##### *Support for Pupils*

- Attend to pupils' personal needs including physical, hygiene and welfare matters
- Supervise and support pupils ensuring their safety
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others, and engage in activities
- Encourage pupils to act independently as appropriate
- Be aware of pupil problems / progress / achievements, and report to the teacher as agreed

##### *Support for the School*

- Be aware of and comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the academy
- Participate in training and other learning activities and performance development as required

##### *Reporting*

- Responsible to the Class Teacher, Department Lead, Assistant Principal and ultimately the Principal

##### *Midday Care Assistant*

- The grade of the post is Scale 4, capped at point 11
- 7.5 hours per week
- 43.21 weeks per year

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.