JOB DESCRIPTION

Midday Care Assistant

Severndale Specialist Academy Vision:
Our children and young people are aged 2 ½ to 25 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.

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 2, capped at SP 3
- 7.5 hours per week
- Term-time only

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.