



Medical Teaching Assistant Job Description and Person Specification

Role	1 to 1 Medical Teaching Assistant
Grade	C1
Responsible to	Headteacher, through the class teacher and SENCO

Job Description

Purpose of role

To provide dedicated support and care for a named pupil with complex medical needs, including a tracheostomy, so that the child is safe, included and able to access learning and school life. The postholder works under the direction of teaching and senior staff, in partnership with the family and relevant health professionals, and promotes the welfare and safeguarding of all children.

Medical care and safety

- Provide close, responsive supervision throughout the child's agreed school day, protecting their safety, dignity and comfort.
- Follow the child's EHCP, individual healthcare and emergency plans, risk assessments, personal care programmes and agreed clinical protocols.
- Complete specialist training and competency assessment before carrying out any delegated healthcare procedure; maintain competence through supervision and refresher training.
- Carry out authorised tracheostomy care as trained and set out in the individual healthcare plan. This may include monitoring, suctioning, checking equipment and routine or emergency tube changes.
- Recognise respiratory distress, deterioration, blockage, displacement or other medical concerns and act immediately under the emergency plan, summoning help without delay.
- Provide feeding and fluids through the child's gastrostomy (PEG) tube, and any associated tube and site care, only as trained, authorised and specified in the individual healthcare plan. Follow the prescribed regimen, check equipment and supplies, record care and respond to concerns under the child's emergency plan.
- Check that required medical and emergency equipment is present, accessible, clean and working, and travels with the child where necessary; report missing, damaged or expired items promptly.
- Use infection prevention procedures, personal protective equipment, hand hygiene and safe clinical waste disposal in accordance with training and policy.
- Provide agreed personal care, feeding, hygiene, mobility and welfare support while preserving privacy and following moving and handling guidance where relevant.
- Keep accurate, timely and confidential records of care, observations, checks, incidents and interventions, and contribute to communication with parents as directed.
- Report medical, welfare and safeguarding concerns promptly and provide factual information for reviews. Follow contingency and handover arrangements with other trained, competent staff.

Learning and inclusion

- Support the pupil with learning activities and teaching programmes planned by the teacher, adapting resources and communication to their needs and responses.
- Assist with individual education and behaviour plans; monitor and record learning, achievement and progress as directed, and give the teacher regular, specific feedback.
- Use agreed strategies to support learning goals, literacy and numeracy, communication, self-esteem, social interaction, participation and independence.
- Encourage the child to interact with others and join teacher-led activities, providing only the support needed; use ICT to develop independence where appropriate.
- Promote positive behaviour under school policy, respond to conflict appropriately and report changes in presentation or concerns to the teacher or SENCO.
- Prepare and maintain learning and care resources and a purposeful, orderly environment; help with displays and classroom organisation as directed.
- Support safe movement and participation in playtimes, lunchtimes, assemblies, worship, visits and other activities, subject to planning, risk assessment and appropriate medical provision.

Professional responsibilities

- Build constructive professional relationships with the child, parents, colleagues and health professionals while maintaining boundaries and confidentiality; attend relevant meetings and reviews as requested.
- Work collaboratively with the class teacher, SENCO and inclusion staff, knowing when to seek help and advice.
- Participate in appraisal, supervision, training and professional development, using feedback and reflection to improve practice.
- Support the distinctive Catholic mission and ethos of the school and contribute to school life.
- Comply with school and St Gregory the Great Catholic Academy Trust policies on safeguarding, medical conditions, health and safety, equality, confidentiality and data protection.
- Promote equal opportunity and appropriately challenge and report discrimination, bullying, harassment, victimisation or abuse.
- Undertake other duties within the spirit and grade of the post. This description may be reviewed in consultation with the postholder to reflect the child's and school's needs.

Person Specification

Qualifications

Criterion	E or D	Method
GCSE English and mathematics at grade 4 or C or above, or equivalent	E	A
Level 3 teaching assistant qualification or significant relevant experience	E	A I
Relevant teaching assistant, childcare, health or care qualification	D	A
Current first aid or paediatric first aid qualification	D	A

Tracheostomy or complex medical needs training	D	A I
Tracheostomy and gastrostomy (PEG) feeding care training, or other complex medical needs training	D	A I

Skills

Criterion	E or D	Method
Good literacy, numeracy, ICT and accurate record keeping	E	A I
Remain calm and alert and act promptly in emergencies	E	A I T
Follow healthcare plans, clinical instructions and risk assessments precisely and demonstrate competence in delegated procedures after training	E	A I T
Communicate sensitively with children, families, colleagues and health professionals	E	A I
Support learning, inclusion, communication, positive behaviour and independence	E	A I
Work constructively in a team and seek help appropriately	E	A I

Knowledge

Criterion	E or D	Method
Understanding of safeguarding, professional boundaries, confidentiality, dignity, equality and health and safety	E	A I
Understanding of classroom roles, child development and primary learning and curriculum approaches	E	A I
Knowledge of SEND, EHCPs and individual healthcare plans	D	A I
Knowledge of infection prevention, tracheostomy care and recognition of respiratory distress	D	A I

Experience

Criterion	E or D	Method
Working with or caring for primary aged children	E	A I

Supporting children with SEND or complex medical needs	D	A I
Tracheostomy care or other delegated healthcare procedures	D	A I
Working with families and multi agency professionals	D	A I

Personal characteristics

Criterion	E or D	Method
Caring, patient and child centred, respecting the child's voice and dignity	E	A I
Reliable, punctual, resilient and attentive to detail	E	A I
Willing to provide personal and intimate care and undertake trained clinical procedures	E	A I
Committed to safeguarding, equality, inclusion and continuous development	E	A I
Willing to support and respect the Catholic mission and ethos of the school	E	A I
Able to fulfil the requirements of the role, with reasonable adjustments where appropriate	E	A I

Key
E= Essential Criteria D = Desirable Criteria M = Method of Assessment A= Application Form I= Interview T= Test/Assessment Task