***Job Description***

***Health Care and Teaching Assistant Level 2***

Grade D Point 3-4

**Accountable to:** Operational Business Manager **Responsible to:** Head of Educational Support

**Responsibilities of the post:**

To support the teaching staff in meeting the needs of students with Statements of Special Educational Needs, under the general direction of the Special Needs Coordinator (SENCO).

To work in a supporting role with other students who have Special Educational Needs but who are not the subject of Statements.

**Principle tasks of the post:**

* To take day to day responsibility for the safety, comfort and well being of named students with Special Educational Needs, so that they are able to gain maximum benefit from the full range of the curriculum.
* To support named students with mobility difficulties in making their way around the school, thus gaining access to all necessary teaching areas.
* Assist with the planning, development and implementation of pupil education plans and personal care programmes including toileting, hygiene and feeding/meal times; to help with development of social skills and to ensure that the school’s health, safety and behaviour policies are maintained.
* Where applicable to the needs of the children, carry out medical procedures in accordance with NCC/NHS protocols and generally support the social development and welfare needs of individual pupils including the administration of medicines in accordance with school practices and policies; deal with conflict using different communication techniques to encourage all pupils to take responsibility for their own behaviour and promote independence.
* Care for a sick or injured child, accompanying them to hospital and remaining with them until the parent arrives to ensure continuity of care.
* Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To assist named students with toileting and other personal hygiene needs as appropriate.
* To support the delivery of any modifications or adaptations to the curriculum needed to meet the particular circumstances of named students in such areas as Physical Education (including helping with changing), Expressive Arts, Science or Technology. In some cases this will involve rewriting and adapting curriculum materials.
* To pass on information concerning the needs, well being, progress and performance of named students to the Special Needs Coordinator.
* To offer such other support to named students as may be requested by the Special Needs Coordinator
* Working in classes under the direction of the class teacher and Special Needs Coordinator in support of named students.
* Working with named students outside the normal classroom on particular areas of difficulty under the direction of the Special Needs Coordinator, HOD and the subject teacher where appropriate.
* Passing on information concerning the progress and performance of named students to the Special Needs Coordinator.
* Where requested liaising with named students’ parents to ensure best quality support for students.
* Giving such other support to named students as may be requested by the Special Needs Coordinator
* Keeping records of support given to named students.
* Helping to maintain the system of record keeping for all students with Special Educational Needs
* Attending Team Meetings.
* Receiving training as necessary.

***Montsaye is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

The job description is not exhaustive and the post holder may be required to undertake other duties as reasonably required by the Principal or Head of Educational Support Department.

*Employee Signature………………….. ………………………….. Date…………….*

*Line Manager Signature……………………………………………. Date………………*