



*'On a voyage of discovery: flourishing in God's love'*

## **Job Description: Medical, Welfare and Learning Assistant**

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**Name:**

**School:** Wittersham Church of England Primary School

**Grade:** Kent Range 4

**Responsible to:** Line Manager Headteacher and SENCO

### **Purpose of the Job:**

- To work with teachers as part of a professional team to support teaching and learning for all pupils.
- To maintain and update pupil records relating to medical, welfare and SEN needs; sharing information with colleagues as appropriate
- Provide learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.
- Supporting the medical care of children with additional needs in school (see attached care plan),
- To provide first aid to pupils, reporting and recording interventions in accordance with school procedure and notifying parents / colleagues as required. To monitor and order medical supplies as required
- Keep and administer drugs/medication to pupils ensuring records are kept in accordance with School policy
- Lead on lunchtime supervision

### **Key duties and responsibilities:**

1. Assist with the implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.
9. To support the medical care of a child with specific medical needs (catheterisation).
10. Liaise with families to ensure medical support is provided in-line with health-care plans and to ensure the well-being of children is upheld.
11. Manage the first aid medical resources of the school.
12. Carry out lunchtime supervision

Respect

Kindness

Self-Worth/Perseverance

Forgiveness

Love



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12. Be a link between SLT and Midday Supervisors.

Teaching Assistants at this level may also undertake some or all of the following:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
2. Update pupil records
3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Undertake moving and handling activities as required.
7. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
8. To provide specific care for pupils who need intimate care (catheterisation and nappy changing)
9. Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1



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## Person Specification: Medical, Welfare and Learning Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	GCSE English and Maths grade C or equivalent.	Level 1 or 2 Diploma (or equivalent) with proficient practical skills.  Paediatric First Aid Qualification
<b>EXPERIENCE</b>	Previous experience of working with children	Has experience of working with pupils with SEN.  Proven administration experience  Experience of supporting others with medical support.
<b>SKILLS AND ABILITIES</b>	Numeracy and literacy skills  Basic IT skills  Patience, openness and the motivation to learn and develop.  Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.  Good influencing skills to encourage pupils to interact with others and be socially responsible	Ability to adapt and refine learning to suit pupil needs.  Ability to deliver targeted interventions to support pupil development
<b>KNOWLEDGE</b>	An understanding of health and safety and child protection procedures.	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality



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