

TRELOAR TRUST

JOB DESCRIPTION

Post: Mid-day Assistant
Location: Holybourne Site
Responsible to: Teacher/Residential Manager

Main Purpose of Job:

Assistants work under the direction of teacher/tutor and Residential Manager and their main purpose is to assist students who need help because of their disabilities.

Ensure there is a secure and welcoming facility to support, motivate and supervise students in eating their meal. Responsible for the health, safety, conduct and well-being of students. Also ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting healthy eating.

KEY TASKS

Classroom

- Preparation of materials for all lessons and clearing up afterwards e.g. photocopying, laminating, assisting with classroom displays and preparing teaching materials
- Helping “set up” students with a range of computer equipment
- Assisting with therapy programmes.
- Working alongside the therapists to encourage students to effectively access the whole curriculum
- Guiding students in carrying out the work set by the teacher
- Helping with maintenance of teaching aids and equipment in classrooms
- There is a requirement for SSA’s scribe or invigilate during examinations up to GCSE or A’ level standard
- Support teachers/tutors in maintaining good records of student progress

Care Support Duties

- Assist students with their nutritional requirements, e.g. serving meals, assisting with feeding, preparing drinks, meals and snacks
- To encourage the students to do as much as possible for themselves by guiding them and showing them what to do when necessary
- Helping students in all aspects of daily living including washing, dressing, bathing, showering and after toilet hygiene
- Implement the individual Young Persons Plans
- To assist students to achieve their ILP/IEP goals
- To keep robust records in line with regulatory requirements
- To help implement all aspects of individual care plans, including the administering of drugs and medication, in line with required Trust policy and procedure

Other duties

- To support the Trust in safeguarding and protecting the welfare of all students
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person
- To maintain and develop own professional knowledge and awareness
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post
- This job description will be reviewed and amended in the light of changing professional demands

Treloar Trust HR Department
January 2015

MINIMUM	DESIRABLE
<p>Qualifications</p> <ol style="list-style-type: none"> 1. Good standard of General Education 	<ol style="list-style-type: none"> 1. Level 2 or 3 qualification in Health and Social Care, Children and Young People's Workforce Development, Supporting Teaching and Learning or Specialist Support for Teaching and Learning (or equivalent) 2. CIEH level 2 Award H&S in the Workplace Qualification 3. Level 2 IT Qualification (or be prepared to work towards) 4. GCSE English and Maths at grade C or above (or equivalent)
<p>Skills and Knowledge</p> <ol style="list-style-type: none"> 1. Basic computing knowledge e.g. Microsoft Word 2. Good written and verbal communication skills 3. Able to understand or to develop an understanding of the needs of children/young adults with a disability 4. A willingness to support the students in developing independence skills and self-advocacy 5. Able to work under pressure 6. Able to work as part of a multi-disciplinary team 7. Must be able to show initiative 8. Ability to stand back from a situation and let a student try something for themselves 9. Competent level of literacy and numeracy 	
<p>Experience</p> <ol style="list-style-type: none"> 1. Previous experience of working in a caring environment and/or with people with a learning difficulty or disability 	
<p>Personal qualities</p> <ol style="list-style-type: none"> 1. A commitment to promoting and safeguarding the welfare of students 2. Willingness and ability to undertake work related training and utilize new skills and knowledge to enable improved support 3. To be able to provide personal care relevant to the students' needs 	
<p>Physical requirements</p> <ol style="list-style-type: none"> 1. Ability to ensure students comfort and to assist with transfers 2. Must be able to cope with the physical demands of the job 3. Pushing wheelchairs and standing frames 4. Constant standing/walking 5. Assist students with walking, sitting and other activities of daily living 6. Moving and handling of students by means of mechanical aids 7. Manual Handling requirements within MH guidelines 	
<p style="text-align: center;">TRELOAR TRUST IS COMMITTED TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</p> <p>All successful candidates will be subject to a Disclosure & Barring Service Check along with other relevant employment checks</p>	

**BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S
EQUAL OPPORTUNITIES POLICY.**