



Swiss  
Cottage  
School  
Development &  
Research Centre

London Borough of Camden

JOB PROFILE

## **SEN CARE ASSISTANTS**

<b>POSITION TITLE: SEN Care Assistants</b>	<b>DIRECTORATE: Education</b>
	<b>DIVISION: CSF</b>
<b>PAY LEVEL</b>	<b>SECTION: Swiss Cottage School</b>
<b>REPORTS TO: Deputy/Heads of School</b>	

## **JOB PURPOSE**

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The post-holder will ensure the supervision, safety and welfare of students during the midday break in the dining, social and circulation areas and help with feeding and other support programmes as necessary.

## **MAIN DUTIES AND RESPONSIBILITIES**

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- Ensuring the tables, chairs and floor of the dining areas are kept clean and any spillages cleaned up during lunchtime.
- Providing individual feeding where appropriate
- Toileting and cleaning children during this period if necessary
- To provide physical support in the dining areas and in the playground which may involve moving and lifting children
- Sweeping the dining area floor after the lunch break.
- Stacking the appropriate tables and chairs at the end of the lunch break to allow cleaning.
- Leaving the dining areas in a tidy condition.
- Supervising children throughout the midday break
- Supervising the students waiting for lunch and those eating their lunch.
- Supervising of all areas both inside and outside, where the students socialise during lunchtime.
- Maintaining appropriate professional boundaries in all contacts and support of students and their families.
- Ensuring own professional competence remains sufficient to provide effective support to children and young people.

## **WORK ENVIRONMENT**

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The postholder will be based at Swiss Cottage School, a Specialist SEN school currently housed in temporary accommodation but moving back to a new school building June 2012.

Due to the nature of the school there are certain slightly enhanced risks associated with the post including:

- Infection
- Pupil behaviour & incidents including aggression

The postholder will be expected to toilet, clean and feed children as well as move and handle them, and administer medication, with appropriate training.

## **WORK CONTEXT**

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### **Communications and working relationships**

- Needs to have positive relationships with all children and staff in the school and to be able to accurately communicate any concerns to their line manager

## **QUALIFICATIONS**

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Essential:

- Level 2 Literacy

Desirable:

- Level 2 Numeracy
- Moving and Handling training
- Tube Feed training
- First Aid training

## **KNOWLEDGE**

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- Knowledge of special needs particularly PMLD children and the barriers that they face

## **SKILLS**

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- Helps to keep children safe. (STL 3)

- Encourages children's positive behaviour. (SLT3.4)
- Contributes to positive relationships with children and adults. (STL 4)
- Communicates with other adults politely and courteously and in a way that is appropriate to them. (STL 20.4.1)
- Reflects on and develops practice. (STL 22)
- Develops effectiveness in a support role. (STL 5.2)
- Develops and promotes positive relationships. (STL 20)

## **EXPERIENCE**

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### Essential

- Experience of the care of SEN children

### Desirable

- Experience of the care of SEN children during lunchtimes

**APPENDIX 1**

**STRUCTURE**

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