



JOB DESCRIPTION

**Form
JD1**

JOB TITLE: Midday Care Assistant (MCA)		POST NUMBER: E****660 E****665	
REPORTS TO (Job Title):		Class Teacher	
DEPARTMENT: Schools		GRADE: 4	
JE REF:	0119	PANEL DATE:	240506
1.	MAIN PURPOSE OF JOB		
	To care for pupils during the lunchtime period, helping them to prepare for mealtime, access a suitable meal and clean up afterwards. Also provides a care support service for pupils using the play area after lunch.		
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:		
	i.	To prepare children for meal service. Includes helping Teaching Assistants (TA's) to manoeuvre children out of their standing frames and into a dining chair (with the use of a hoist) and putting aprons and bibs onto the children.	
	ii.	To prepare food that children have brought from home. This includes heating food by microwave and, processing it through a blender or mashing or finely chopping it so that it is of a suitable consistency for the individual child's needs. Makes drinks where necessary. Those children who have a school meal are either escorted to the service counter and helped to get their meal or a meal is collected for them.	
	iii.	To provide practical, individualised support to each child to enable them to eat their food. This may include the use of PECS (picture exchange communication system) as a means of communication.	
	iv.	To move each child from their dining chair to the changing bed (using a hoist where necessary) and change their soiled nappy, wash or shower them, wash their hands and face and clean their teeth.	
	v.	To carry out individualised after lunch care – for example, putting a child onto a sleeping mat and encouraging them to sleep, escorting children into the play area and encouraging play activities or keeping a child entertained with a book or indoor game.	
	vi.	To carry out basic housekeeping tasks such as washing up plates and cutlery from the lunch service, sweeping up spilt food, wiping down the dining tables.	

	vii.	To carry out weekly cleaning tasks such as cleaning the fridge and microwave, cleaning the face cloths, toothbrushes and towels, washing aprons and bibs, cleaning chairs etc.
	viii.	To carry out responsive care and cleaning duties such as helping to care for a child having a seizure, clearing up after a child has vomited, showering a child where necessary.
	ix.	To prepare equipment and get books ready for the afternoon lessons.
3.	SUPERVISION / MANAGEMENT OF PEOPLE	
	No staff management responsibilities.	
4.	CREATIVITY & INNOVATION	
	<p>The post holder provides a very individual and personal service to the pupil(s). The post holder is able to creatively find ways to elicit good behaviour or response and works with the teaching staff in the child's development – especially social skills and learning through play. Works creatively to develop communication with children with special educational needs such as severe autism. Works with children with challenging behaviour where there is a need to be creative in managing their behaviour (identifying triggers and taking preventive action).</p>	
5.	CONTACTS & RELATIONSHIPS	
	<ul style="list-style-type: none"> • Internal Interacts with pupils, teachers, teaching assistants, kitchen staff, the school nurse, students on placement and volunteers. Works as part of a team and on an individual basis to provide care and educational services. • External Contact with parents or carers. 	
6.	DECISIONS – discretion & consequences	
	<p>Limited decision making but due to the nature of the post may require creativity and innovation for managing everyday situations and awareness of when to involve other relevant parties. The post holder given that they become alert to trigger mechanisms may decide to keep certain children apart during play activities.</p>	
7.	RESOURCES – financial & equipment	
	Varies in individual schools, may include play equipment etc.	

8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands: The detail of the work can result in the postholder managing conflicting priorities and responding appropriately to these demands.</p> <p>Physical demands: The work is physically demanding, for example moving children via hoists. Concentration is required at all times as situations can develop very quickly and prompt action is required to manage this.</p> <p>Working conditions: Where outside work is involved this can be in inclement weather.</p> <p>Work context: Dealing with pupils with Special Educational Needs and challenging behaviour. Working within the Health & Safety and Manual Handling policy of the school, attending training when necessary.</p>
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9.	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> • Thorough knowledge of individual care plans and awareness of personality traits of the child (or children) they are assigned to care for. • Knowledge of how to respond to medical emergencies and challenging behaviour. • A thorough knowledge and awareness of school policies, procedures and protocols. • A caring attitude • Tact and sensitivity • Effective Communication skills including the use of PECS and signing • IT literate including the use of white boards • Observational skills • An approachable style • Ability to work effectively as part of a team and to apply given instructions • Ability to react calmly and quickly in an emergency.
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10.	<p>Position of Job in Organisation Structure</p> <div style="text-align: center; margin: 10px 0;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Job reports to: Class Teacher</div> <div style="display: flex; justify-content: space-around; width: 100%; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 20%; text-align: center;">THIS JOB</div> <div style="border: 1px solid black; padding: 5px; width: 60%; text-align: center;">Other jobs at this level:</div> </div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto; text-align: center;">Jobs reporting up to this one: None</div> </div>
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