Job Description and Person Specification

Care Team Member

Special School Level

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| **Job details** | |
| **Job title** | **Care Team Member** |
| **School** | **Special School** |
| **Section** |  |
| **Location** | **The Clare School** |
| **GR Number** |  |
| **Grade** | **Scale C** |
| **Responsible to** | **Responsible to the Headteacher or Head of Care but works to and with a qualified teacher on a day to day basis.** |
| **Responsible for** |  |
| **Effective date** |  |

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| **Role and context** |
| **Job purpose** |
| Under the direction/instruction of senior staff: to support the physical/general welfare and care needs of pupils/students. |
| **Context** |
| Job family: Classroom and pastoral |
| **Other Job Information (e.g. any special factors or constraints)** |
| Liaise with teachers and other support staff and appreciate/support the role of other professionals, such as Medical Professionals. |

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| **Principal Accountabilities** | |
| **Accountability** | **Order of importance (1 = most important etc)** |
| **Support to pupils** | |
| To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil’s special needs and, wherever possible, making these part of the learning experience. | **1** |

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| **Principal Accountabilities (continued)** | |
| **Accountability** | **Order of importance** |
| **Support to pupils (continued)** | |
| Under agreed school procedures, following rigorous training and competency assessment (in line with statutory guidance on supporting pupils at school with medical conditions) support pupils with a range of delegated clinical procedures such as administration of medication; emergency medication treatment and first aid; suctioning; tracheostomy and/or ventilator care; feeds via NG tube or gastrostomy; health monitoring etc. (Delegated clinical tasks will be pupil specific) | **2** |
| Assist pupils with reduced continence control, toileting, cleaning, changing, ensuring that the pupils are comfortable and treated with dignity at all times. | **3** |
| Assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist | **4** |
| Assist pupils with their postural management such as walking, standing frames, Acheeva Beds and physio routines. | **5** |
| Assist pupils with their feeding and drinking, including Gastrostomy feeding and NG feeding, adhering to the school training procedures on feeding complex pupils in line with the Speech & language therapist guidelines | **6** |
| Promote personal independence where possible e.g. in toileting, physical movement, feeding and personal hygiene | **7** |
| **General Support:** |  |
| Monitor and record physio routines daily and personal care. Give completed sheet to Support Staff Lead at the end of every week. | **8** |
| Ensure that equipment is in place, clean and in good working order, reporting any shortages or faults. | **9** |
| Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs. | **10** |
| Liaise with Form Teachers in supporting and reporting on pupil independence and physical targets. | **11** |
| Record progress and feedback to class teacher and parents where necessary, including the use of the Earwig App to record physiotherapy programmes where applicable. | **12** |

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| **Principal Accountabilities (continued)** | |
| **Accountability** | **Order of importance** |
| **Support for the school** | |
| Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. | **13** |
| Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. | **14** |
| Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required. | **15** |
| Assist with the supervision of pupils out of lesson times, including break time and lunch time and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. | **16** |
| Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher. | **17** |

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| **Person specification** | |
| **Essential** | **Desirable** |
| **Qualifications** | |
| * Good numeracy/literacy skills; * GCSE in English and numeracy or equivalent | First Aid training/training in specific medical procedures  NVQ 1in social care |
| **Experience** | |
| * Working with or caring for children of relevant age. |  |
| **Skills/knowledge** | |
| * Ability to communicate with children and adults * Flexibility * Approachability * Ability to provide intimate care in a careful and sensitive way, maintaining pupil dignity at all times | Knowledge of school standards and procedures |
| **Person specification (continued)** | |
| **Essential** | **Desirable** |
| **Skills/knowledge (continued)** | |
| * Ability to self-evaluate learning needs and actively seek learning opportunities; * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. |  |

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| **General information** |
| * The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job. * Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times. * Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion. * All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school’s policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. * Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. |