



PENNY FIELD SCHOOL

Job Description: Educare Assistant

Position: Educare Assistant

Name of school/location: Penny Field School

Job title: Educare assistant

Pay grade: B1 scale : point 4-6

Working under direction/instruction/supporting welfare and personal care.

Accountable to: School & Pastoral Manager

Line managed by: Educare Team Leader

Any Special Conditions of Service:

There is a requirement to submit to an enhanced DBS background check and a pre-employment health declaration. Term time working, however there may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Safeguarding Responsibilities:

We expect all staff to understand and implement the contents of policies relating to safeguarding including the Child Protection Policy, the Safe Working Practice Policy, the Safer Recruitment Policy, the Keeping Children Safe in Education guidelines, the Safeguarding policy and any other relevant policies as applicable. We expect all wellspring employees to:

- Adhere to all safeguarding arrangements so that pupils stay safe, are healthy, make a positive contribution, enjoy and achieve, and develop skills for economic well-being
- Protect pupils from bullying, racist abuse, harassment or discrimination, and promotes good behaviour
- Maintain health and safety policies and procedures, including conducting necessary risk assessments as well as regular checks on equipment and premises
- Support the provision of a safe environment and secure school site

- Support the needs of pupils with medical conditions
- Identify and respond appropriately to child welfare and child protection concerns
- Work effectively with key agencies to safeguard and promote the welfare of children
- Prioritise safeguarding, and support the monitoring of policies and practices
- Support to ensure that adults working with children are appropriately recruited and vetted, and receive appropriate training, guidance, support and supervision to undertake the effective safeguarding of pupils.

Role:

The successful candidate will be a member of Penny Field School pastoral support team enabling pupils to access the curriculum continually and support their successful engagement in the learning process so that they can achieve their potential. To support and role model the ethos of the school and demonstrate full working knowledge of our safeguarding policies.

Main responsibilities and successful role outcomes

- Pupils achieve their full potential through effective support and development of their personal care skills and being safe and feeling safe. Pupils' wellbeing is enhanced and supports their social and emotional growth. Transitions within and outside of school are effective and safe.
- Pupils are able to access the curriculum and engage punctually and successfully in the learning process because their day-to-day personal care and emotional wellbeing results in pupils always being ready to engage in the learning process.
- Parent and family liaison, multi-disciplinary team working and pastoral and personal care programmes are well-supported and results in a holistic and effective impact as an 'team around the child'.
- Participate in school improvement enquiries and learning walks as well as pupil/student home/school communications.
- Develop and maintain positive caring and supportive relationships with pupils and attitudes in pupils– such as trust and confidence.
- Identify, commend and celebrate areas of success for individual pupils e.g. personally and in assemblies. Recognising and rewarding positive behaviour.
- Constantly promote high expectations of pupils to remain motivated and always ready to engage in the learning process.
- Contribute to enrichment activities, within school hours, during lunchtime, before school and after school and during the school holidays.
- Work with the whole school team, other professionals and other agency staff to effectively deliver the role and responsibilities and to secure the successful role outcomes.

Main duties:

- To attend to the pupils' personal care needs and implement related personal programmes and recording and reporting and monitoring of the same. (including feeding, social, health, physical, hygiene, first aid, and toileting, hydrotherapy/swimming, behaviour and communication and interaction) as required.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To adhere to safeguarding policies and procedures and health and safety protocols e.g. child protection, intimate care, feeding, moving and handling.
- To encourage pupils to act independently as appropriate.
- To be responsible for your own health and safety and the health and the safety of others and to adhere to the infection control criteria.
- To be responsible for restocking changing areas with necessary equipment eg wipes, gloves, disposable bags.
- Ensure at all times the cleanliness and 'operating readiness' of changing areas and learning spaces i.e changing pods, work tops, changing beds, emptying and washing out bins, bodily fluids.
- To be responsible for the general tidiness of specific changing areas e.g. spare clothes, containers for individual pads and other items needed for personal care duties.
- To be responsible for cleaning of standing frames.
- Laundry Servicing (washing soiled clothes and other laundry duties)
- Any other duties commensurate with the grade as directed by your line managers

Job Specification:

Essential Criteria	How Identified	Desirable Criteria	How identified
PERSONAL SKILLS & ATTRIBUTES			
<p>Good numeracy/literacy skills</p> <p>Use basic technology – computer, video, photocopier</p> <p>Ability to relate well to children and adults</p> <p>Ability to work constructively as part of a team</p> <p>Ability to maintain a safe, calm and happy approach</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Maths and/or English Grades GCSE A-C or CSE level 1</p> <p>To be able to use a variety of cleaning equipment</p>	<p>Provide evidence by producing certificate</p> <p>Application form and selection process</p>

KNOWLEDGE & UNDERSTANDING

Working with or caring for children of relevant age	Application form and selection process	Appropriate knowledge of first aid	Application form
Ability to use toxic materials in the process of general cleaning	Application form and selection process	To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	Application form and selection process
Basic childcare and health and safety knowledge	Application form and selection process		

QUALIFICATIONS/TRAINING

Participate in development and training opportunities	Application form and selection process		
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OTHER CONDITIONS

Enhanced DBS check			
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