



Personal Care Assistant Special Educational Needs

Post: Teaching Assistant SEN
Level: Job Family Reference 1483, Level 1
Responsible to: Head Teacher

Job Purpose:

- Jobs comprise repetitive tasks than can be performed after a short demonstration instruction or period of training.
- No supervisory responsibility.
- Works under direction/instruction supporting access to learning.
- Jobs require a normal level of courtesy and effectiveness in dealing with other people. Should be able to ask questions, seek clarification and exchange information using tact and diplomacy.
- May provide straightforward clerical support to teacher or organisation.
- Likely to interact with colleagues, Students, parents and carers.

Safeguarding and Child Protection

All staff at GSSC must ensure that they read and adhere to 'Keeping children safe in education Statutory guidance for schools and colleges September 2024' and keep themselves abreast of relevant updates. 'This is statutory guidance from the Department for Education issued under Section 175, Education Act 2002, the Education (Independent School Standards) (England) Regulations 2010 as amended by SI 2012/2962 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. Schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children.

Keeping children safe in education - GOV.UK (www.gov.uk)

Supporting Students in the Learning Environment

1. Supervise and support students ensuring their safety and access to learning.
2. Support students in the learning environment in order to promote independence, inclusion, acceptance and equality if access to learning opportunities for all Students.
3. Assist students, individually and in small groups, in the understanding and completion of pre-defined learning activities to meet the requirements of students and the curriculum (for example literacy, numeracy, basic ICT).
4. May assist with the supervision of students and delivery of activities out of lesson times (for example at lunchtimes, before and after school) to enhance service and delivery and encourage structured and positive play.
5. May assist students with mobility equipment such as using wheelchairs, standing frames, walking aids and/or hoists to support students in their learning environment.

Providing Personal and Welfare Care

1. Throughout the day, including lunchtimes or before and/or after school, is required to attend to the personal needs of students and implement related personal programmes, including toileting, hygiene and feeding/meal times, to help with development of social skills and ensure that the schools health, safety and behaviour policies are maintained.
2. Assisting the nurse or trained staff in providing support to the student whilst the staff member/nurse carries out medical procedures so that the school health, safety and behaviour policies are maintained.
3. Assist in dealing with conflict using different communication techniques to encourage all students to take responsibility for their own behaviour and promote independence.

4. To care for a sick or injured child referring them when necessary to the nurse or trained member of staff and accompanying them to hospital and remaining with them until the parent/carer arrives to ensure continuity of care.

Administrative Support

1. Provide routine clerical and other support to meet service delivery requirements (for example photocopying, typing, filing, collecting and recording money, school trips).
2. Prepare and maintain, the predefined learning resources and work environment for specific learning activities to meet the needs of Students and the curriculum.

Working with People

1. Participate in meetings and team development activities to support the achievement of individual and team performance and development objectives.
2. Build and maintain positive working relationships with students, parents, carers and colleagues to maximise student's development and maintain the overall ethos of the school.
3. Observe behaviour and use awareness of behaviour management and communication strategies to deal with individual cases of low level disruption by students in class.

Working with Resources and Information

1. Monitor resource levels to ensure the timely availability of resources to meet the requirements of the curriculum.
2. Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.
3. Observe, be aware of and report on student problems, progress and achievements to the teacher to contribute to the gathering of information for the completion of student profiles and records of attainment to maximise student development.
4. Gather and report information to and from parents/carers as appropriate to meet service delivery information.

Additional Work Elements

- Physical effort is required throughout the day when attending to students' personal care needs and assisting students with mobility equipment such as using wheelchairs, standing frames, walking aids and/or hoists. This work is undertaken in accordance with health and safety policies and procedures.
- May experience regular physical and/or verbal abusive behaviour from some students.
- Works in an environment where at times throughout the day they experience unpleasant elements such as bodily fluids.
- All 24 tasks as outlined in the National Agreement (2003) can be included in the jobs staff are expected to complete.
- Training: Safeguarding/Child Protection, Manual Handling, Team Teach are compulsory for all staff
- Implementation of additional training as required eg. Minibus, Pecs, Catheterisation.

(see attached training record)

Staff Member: name

Staff Member: signed

Head Teacher: signed

Date:

Greenfields School & Sports College
Personal Care Assistant Special Educational Needs
Job Family Reference 1483, Level 1

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Appropriate level of literacy and numeracy skills, ie GCSE or equivalent. • Aptitude for working with children with special educational needs. • Good relationships with client group • Good relationships with colleagues • Good attendance/ sickness record • Ability to deal with challenging situations • Ability to deal with students' personal needs • Willingness to train/develop skills and knowledge • Willingness to accept a personal challenge/change of direction • Good communication skills 	<ul style="list-style-type: none"> • Basic knowledge of First Aid. • Completion of relevant in-house personal development course within a similar role. • Understanding of corporate equalities, standards and diversity issues and impact in immediate work area. • Appropriate IT and keyboard skills. • Appropriate level of data protection, security and confidentiality awareness. • Experience of working in a school/educational situation <i>or</i> • Experience of working in a care situation • Experience of working in a team situation • A skill that would enhance the staffing structure