

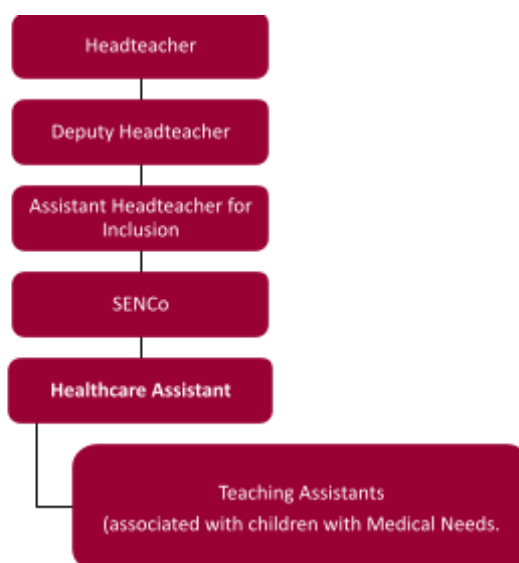
St Matthew's Primary School Job Description

TITLE: Healthcare Assistant
SCHOOL: St Matthew's Primary School
RESPONSIBLE TO: SENCO/Assistant Headteacher of Inclusion
GRADE: L3

PURPOSE OF POST:

To provide support for pupils at school with a medical condition: to ensure that pupils with medical conditions, of both physical and mental health, are supported in school so that they can play a full and active role and achieve their potential; safe administration of medicine and support as necessary with toileting and feeding; support the class teacher to enhance learning opportunities for pupils with medical conditions, bringing to bear a professional knowledge and understanding gained through practical experience.

ORGANISATION CHART:

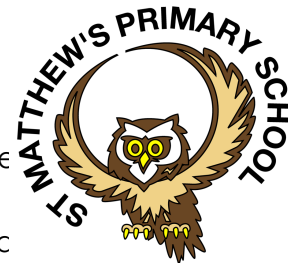


PRINCIPAL RESPONSIBILITIES:

1. Develop and maintain supportive relationships with parents, carers and others. Work collaboratively with other agencies and professionals as necessary, including health professionals and education welfare officers.
2. Undertake training in order to act as the lead 'in-school' trained professional to meet the required medical needs outlined in all pupils' Healthcare Plans. Administer medicine and care in accordance with the pupils' Healthcare Plans, where required.



3. Manage all Healthcare Plans by ensuring documentation and medicines: school are within date, arranging staff training to meet the needs outline the pupils' Healthcare Plans and ensuring any required medication or equipment is kept in school.
4. Ensure the maintenance of recording systems for Healthcare Plans, such as registers of all pupils with a Healthcare Plan, all of the allocated lead medical professionals, all staff members trained to meet the pupils' needs and all emergency contact numbers.
5. Ensure the appropriate management and booking in and out of pupils' medication and controlled drugs, as per the policies and procedures. Ensure the safe storage of pupils' medication and controlled drugs.
6. Ensure the administration of any medication and controlled drugs is undertaken as per the pupils' needs or appropriate Healthcare Plan. Ensure that personal training is kept up to date to meet ever changing requirements and pupil needs.
7. Ensure the effective management of First Aid in school, such as ordering and distributing First Aid resources and equipment and maintaining First Aid recording systems, including computerised systems for recording significant accidents or injuries.
8. Maintain registers of First Aid trained staff members and manage deadlines to ensure all First Aid training is kept within date and within the required levels in terms of number of trained employees.
9. Administer First Aid to pupils requiring assistance in the event of injury or sickness, maintaining records and resources and contacting parents, where required.
10. Observe, record and report any changes in the pupil's conditions and circumstances and ensure they are reported to senior staff without delay, taking into account severity, urgency, policies, duties and responsibilities to ensure the pupils' safety and well-being.
11. Accurately communicate verbally, and in writing, and undertake word processing of school correspondence to ensure all records are maintained in line with the schools policies and procedures.
12. Provide pastoral care and assistance for pupils who are upset, ill, injured or require personal hygiene-related care in order to minimise distress. This may include carrying out agreed daily hygiene routines, the administration of medicines, medical and dietary procedures and assisting pupils in eating at lunchtimes.
13. Work collaboratively with colleagues to best support the physical or mental health needs of pupils with medical conditions by ensuring inclusive access arrangements for all learning, teaching, personal development and extra-curricular opportunities.
14. As required take responsibility for, or contribute to, the organisational arrangements required to ensure pupils with medical conditions have inclusive access to school visits and trips, swimming lessons, school clubs, etc.



15. Contribute to the development of school policies, practices and school improvement plan, which support the wider aspirations and values of the school, working collaboratively and supportively with colleagues.
16. Contribute to the development of a purposeful working atmosphere and implement the school's safeguarding, behaviour and any related policies and procedures.
17. Develop and maintain professional knowledge and understanding, including contributing to, and participating in, INSET.

DIMENSIONS:

Supervisory Management: Teaching Assistants linked to children with Medical Needs

Financial Resources: £10K

Physical Resources: Medical Room, Intimate care room and all associated resources

Other: N/A

Physical Effort: The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided where necessary.

Working Environment: There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell or when following care plans.

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

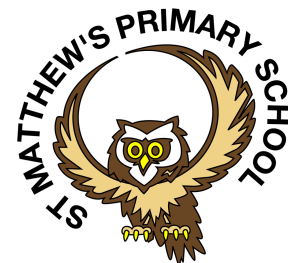
'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child

protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

'CVs will not be accepted for any posts based in schools'.



Person Specification

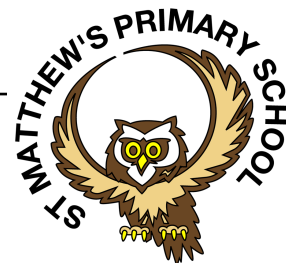


This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

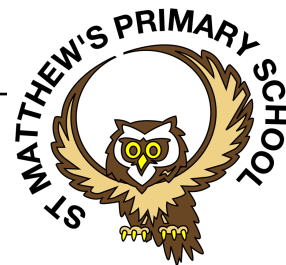
Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of safeguarding children procedures and processes.	1,2	Experience in pre-statutory care and / or education.	1,2
	Experience of working in a school environment.	1,2	Recent experience in an educational setting.	1,2
	Experience of supporting the needs of children with medical conditions.	1,2	Experience in the medical field.	1,2
			Experience of liaising with a range of professionals.	1,2
			Experience of working with children with additional/special educational needs	1,2
Skills/Abilities	Self-motivated and able to work unsupervised as part of a team.	1,2		1,2
	Able to organise own workload and prioritise tasks to meet deadlines.	1,2		
	Able to follow and work within procedures and guidelines	1,2		
	Able to administer First Aid, medication and controlled drugs.	1,2		



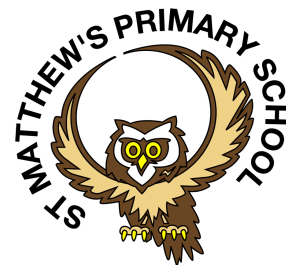
	Able to make sound judgements using own initiative to identify, report and act on concerns or incidents.	1,2		
	Able to obtain, receive, read and complete accurate written records, including manual and electronic systems.	1,2		
	Able to empathise, counsel and comfort when working with pupils and their parents / carers.	1,2		
	Able to communicate effectively with children, parents, colleagues and other professionals.	1,2		
	Willingness to contribute to the support of children in all areas of personal development and hygiene including toileting programmes.	1,2		
	Able to adopt a positive, flexible approach to work.	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.	1,2		
	Good information technology skills, e.g. word-processing, databases, spreadsheets.	1,2		
Equality Issues	Able to identify some forms of discrimination that commonly exist.	1,2		



Competencies	Able to demonstrate appropriate motivation to work with young people.	1,2		
	Able to form appropriate relationships with young people.	1,2		
	Emotional resilience in working with challenging needs and behaviours.	1,2		
	Appropriate attitudes to use of authority and maintaining discipline.	1,2		
Specialist Knowledge	Experience of administering First Aid.	1,2	Working knowledge of SIMS database	1,2
Education and Training	First Aid certificate or ability to train and pass.	1,2,4	Further relevant studies	1,2,4
	Willingness to attend / undertake relevant training.	1,2		
	Commitment to professional development	1,2		
Other Requirements	Willing to adjust at short notice, the tasks and activities undertaken to meet the changing demands and priorities during work periods.	1,2		
	Able to undertake manual and handling tasks.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.



The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.