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JOB DESCRIPTION

**Job Title:** Personal Care Assistant

**NJC Spine points: 4-6**

**Responsible to:** Assistant Head Safeguarding/Senior Leadership Team

**Responsible for:** none

# Job Purpose

To support young people with their personal care needs including toileting, dressing, feeding, postural management and supporting with therapy programmes.

**Key External Contacts**

Parents, carers, nurses, doctors and other relevant professionals

**Key Internal Contacts**

Headteacher, School Staff

**Duties and Responsibilities**

**Support for Young People**

1. To support all pupils throughout the School site with toileting/intimate care as required according to their individual toileting programmes and care plans.
2. Assess the needs of young people and use detailed knowledge of their personal care needs to support them.
3. To hoist or position pupils, in accordance with their individual OT/Physio plan and in line with school moving and handling procedures
4. To safeguard and protect the well-being of pupils in line with Trust policy and procedures.
5. To establish rapport and respectful, trusting relationships with young people.
6. To act as a role model and setting high expectations.
7. To promote inclusion and acceptance of all.
8. To provide basic First aid where appropriate.
9. To promote self-esteem and independence.

**Job specific tasks**

1. To give inclusive care and support the values the diverse and unique qualities of each pupil seeing the individual not merely their care needs.
2. To follow the guidance in line with the pupil’s digital passport and EHCP.
3. To safely use specialist equipment in accordance with the training and guidelines provided and in line with each individual need of the pupil. (e.g. wheelchair, standing frames mobility devices)
4. To develop and maintain high standards of personal care for all pupils.
5. To be clear when to seek help and advice in order to keep pupils safe and promote their well-being and report any causes of concern to DSL/SLT immediately.
6. To be responsible for maintaining the hygiene rooms, laundry rooms, equipment and materials required to high level of cleanliness.
7. To assist with the supervision and feeding of pupils during the lunch time period.

**Responsibilities**

1. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security SEND/Inclusion, confidentiality and data protection, reporting all concerns to the appropriate named person.
2. To adhere to school health and safety policy including risk assessment and safety systems and to take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.
3. To adhere to Trust policy on equality and diversity and to contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
4. To appreciate and support the role of other professionals.

**Personal & Professional Development**

1. Attend and participate in relevant meetings as required;
2. Participate in training, other learning activities and performance development;
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development;

**Confidentiality and Data Protection**

1. To treat all information acquired through employment, both formally and informally, in strict confidence.
2. To be aware of the school’s responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the person responsible for child protection using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

To undertake trust based annual safeguarding training to comply with current legislation and policies affecting practice, e.g., Children’s Act, KCSIE, National Service Frameworks, Safeguarding/Child Protection Procedures, Health and Safety and UK GDPR.

**Person Specification – Personal Care Assistant**

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| --- | --- | --- | --- |
| JOB REQUIREMENTS | Essential | **Desirable** | **Method of Assessment**  **I/T/A\*** |
| Qualifications |  |  |  |
| Good numeracy/literacy skills (Functional English and maths 1 or above (or equivalent). | ✓ |  | A |
| First Aid Qualification |  | ✓ | A |
| Experience |  |  |  |
| Experience of working in a school environment or care background |  | ✓ | A/I |
| Skills, knowledge and Understanding |  |  |  |
| Experience of working with SEND children or adults | ✓ |  | A/I |
| Good communication and interpersonal skills. | ✓ |  | A/I |
| Knowledge of safeguarding KCSIE legislation | ✓ |  | A/I |
| Ability to relate well to children and adults | ✓ |  | A/I |
| Ability to work to deadlines | ✓ |  | I |
| Ability to communicate accurately both orally and in writing, | ✓ |  | I |
| Ability to demonstrate respect for pupils, parents and staff and be able to listen to their views | ✓ |  | I |
| Displays commitment to the protection and safeguarding of children and young people. | ✓ |  | I |
| **Other Requirements** |  |  |  |
| A commitment to on-going personal development and willingness to undertake appropriate training | ✓ |  |  |
| Appointment to the post is subject to a satisfactory enhanced DBS check | ✓ |  |  |
| Evidence of commitment to safeguarding and protecting the welfare of children | ✓ |  |  |
| This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes. | ✓ |  |  |

\*I - Interview

T – Test/Presentation

A – Application Form