

Job Description



<u>POST:</u>	Care Assistant
<u>SALARY:</u>	Grade 2 Spinal Column Point 2-4 £20,441 - £21,189 (Pro rata)
<u>CONTRACT:</u>	Fixed term to start until the end of the academic year
<u>HOURS:</u>	Full-time 32.5 hours per week, term time only
<u>REPORTING TO:</u>	Executive Inclusion Leader
<u>RESPONSIBLE TO:</u>	Head of School

Purpose (Summary)

To assist pupils with their day-to-day personal care needs and to work alongside other professional staff to further pupils' independence skills.

Key Responsibilities

1. Working as part of a team in the development of personal care programmes for pupils
2. Assisting pupils in implementing their own personal care programmes during the school day, specifically in relation to practical support for:
 - Personal hygiene
 - Toileting and continence training
 - Eating and drinking
3. Providing practical assistance in relation to other identified physical needs e.g. transportation, dressing, meal times, organisation of learning equipment
4. Keeping records related to personal care in conjunction with the appropriate teacher/other officer
5. Maintaining and cleaning personal care equipment and materials, clothing etc. Maintenance of toiletry supplies
6. Providing personal assistance to identified pupil/pupils in physical/practical activities e.g. physical education, cookery, school visits, therapeutic treatments organised by the school etc
7. Working in cooperation with other key workers involved in supporting the pupils' educational and health care needs under the guidance of the class teacher or other responsible officer

General Responsibilities

8. Work within the framework of the school's agreed policies and procedures
9. Participate in staff meetings, in-service training and courses
10. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any

changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

11. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
12. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
13. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Additional Responsibilities:

- To be aware of the General Data Protection Regulations (GDPR), Equalities Act, Equality of Opportunity and other legislation to ensure confidentiality of records and information.
- To demonstrate the ability to fulfil all spoken aspects of the role with confidence and accuracy through the use of English language.
- To contribute to the overall development of the school and its activities.

Health and Safety

- To be aware of the responsibility for personal health, safety and wellbeing and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Wellbeing.

Continuing Professional Development

- To participate in any professional development relating to the individual needs of children such as gastronomy feeding and / or administering medication.
- To undertake any professional development necessary as identified by the school.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Signature Date



Care Assistant Person Specification

Essential Desirable

Qualifications and Training			
1	Numeracy and Literacy equivalent to GCSE (A-C) or NVQ Level 2.		✓
2	NVQ Level 2 for Care Assistants or equivalent qualification.		✓
3	Paediatric First Aid Training.		✓
4	Child Protection Training.		✓
Knowledge			
5	Knowledge of procedures to provide personal care and support to children and young people.	✓	
6	An understanding of the role of Care Assistants and other professionals working in the classroom.	✓	
7	Knowledge and understanding of the curriculum.		✓
8	Understanding of child development, including speech and language.	✓	
9	Knowledge of how to support independent learning.	✓	
10	Working knowledge of behaviour management strategies.	✓	
11	Understanding of the principles of child development and learning processes.	✓	
12	Knowledge of relevant policies, codes of practice and awareness of relevant legislation.		✓
13	Understanding of Paediatric First Aid procedures.		✓
14	Understanding of the range of support services/providers.		✓
Experience			
15	Experience of caring for children.	✓	
16	Experience of working with children in an EYFS or primary setting.		✓
17	Experience of carrying out observations and early years assessments/record keeping for individuals and key person groups.		✓
18	Experience of working with relevant learning strategies.		✓
19	Experience of working with pupils with additional needs.	✓	
20	Experience of working with colleagues from external agencies.		✓
21	Experience of contributing to care plans.		✓
Skills			
22	Ability to relate well to children and adults.	✓	
23	Ability and willingness to work constructively as part of a team.	✓	
24	Ability to fulfil all spoken aspects of the role with confidence and accuracy through the use of English language.	✓	
25	Ability to record any observations etc. as required.	✓	
26	IT skills to support learning and maintain electronic information systems.	✓	
27	Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.	✓	
28	Ability to organise learning activities and the environment.	✓	
29	Ability to follow instructions/planning as well as working independently.	✓	
30	Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
31	Effective oral and written communication skills.	✓	
32	Excellent interpersonal skills both in working relationships with pupils and in forming effective professional relationships with a wide range of contacts.	✓	
33	Good organisational and time management skills.	✓	

34	Ability to deal with sensitive information in a confidential manner.	✓	
35	Willingness to undertake paediatric first aid training as appropriate.	✓	
36	Willingness to undertake any other training appropriate to individual pupil needs, e.g., gastronomy feeding and/or administering medications.	✓	
Personal Attributes			
37	Tactful and diplomatic in all interpersonal relationships with the parents/carers, pupils, colleagues (both internal and external).	✓	
38	Self-motivated with personal drive to complete tasks to the required timescales and quality standards.	✓	
39	The flexibility to adapt to changing workload demands and new school challenges.	✓	
40	Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils.	✓	
41	Commitment to the "can do" ethos of the School.	✓	
42	A positive attitude and commitment to equality.	✓	
43	Enthusiastic and caring with a good sense of humour.		
44	Committed to safeguarding and promoting the welfare of children and young people on a daily basis.	✓	
45	Commitment to further training and continuing professional development.	✓	