

### Job purpose

- To provide a high standard of care and support to the pupils

### Specific responsibilities

- Assisting with the personal care of all pupils and those with specific medical needs and care plans
    - Support for personal hygiene which includes toileting
    - Providing practical and personal assistance to pupils with identified physical needs
  - Providing general support in the classroom both indoors and outdoors
  - Assisting with basic administrative tasks with regards to a high standard of presentation of pupil's work
  - Supporting pupils on off-site visits
  - Provide lunchtime support and assistance to pupils
  - Attendance at weekly team meeting
  - To be aware of and follow all school policies and procedures, in particular the school's child protection policy and the school's equality policy
  - The appointee will be required to encourage acceptance and inclusion of children with special needs, promoting and reinforcing the child's self-esteem whilst maintaining professionalism and confidentiality at all times
  - To be fully first aid trained and undertake any update training as required
- To be trained in fire safety and undertake training as required

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*

### Person Specification

Requirements	Essential	Desirable	Demonstrated By
<b>Qualifications &amp; Training</b>	Willingness to undertake training appropriate to the role e.g. first aid, manual handling, fire safety etc.	First aid trained  GCSE at Grade C/Level 4 or above in Maths and English	Application Form
<b>Experience</b>		Experience in a similar role involving support for personal hygiene and/or school based work experience	Application Form
<b>Skills</b>	Computer Literate		Application Form / Task
<b>Knowledge</b>		Safeguarding Policy and Procedure	Interview
<b>Management</b>	Able to manage own workload Ability to prioritise Able to show initiative		Interview
<b>Aptitude and Personal qualities</b>	Excellent communication skills Empathy with children with the ability to relate well to staff and parents Reliable and resilient Able to work as part of a team Friendly and approachable Professional Manner High Standards Helpful		Interview / Task