

HORNDEAN TECHNOLOGY COLLEGE
Barton Cross, Horndean, Hampshire PO8 9PQ
Tel: 023 9259 4325
Email: vacancies@horndeantc.hants.sch.uk
Website: www.horndeantc.hants.sch.uk

Education Health Care Assistant

For Immediate start. 14 Hours a week

39 weeks per year - Term time only. (Monday – Friday) working days and times negotiable

Salary Grade D – Actual salary £9288 - £10218 (FTE £28697 - £31573)

We are seeking a compassionate, dedicated and highly organised **Education Health Care Assistant** to join our inclusive and supportive school community. This is a rewarding opportunity to make a significant difference to the lives of young people by supporting students with complex medical needs to access learning and thrive within a mainstream secondary school environment. As an Education Health Care Assistant, you will work closely with students, families, teaching staff, healthcare professionals and external agencies to ensure that individual needs are met effectively and sensitively and that administration is thorough and completed according to statutory frameworks and policy.

About the Role

The successful candidate will:

- Oversee personal, medical and health care support to students with complex health needs.
- Assist students in accessing the curriculum and participating fully in lessons and wider school activities.
- Oversee individual health care programmes.
- Monitor student wellbeing and respond appropriately to changes in health or medical needs and ensure the profile of needs is high and known to all staff who come into contact with the student.
- Maintain accurate records in line with school procedures and confidentiality requirements.
- Work collaboratively and supportively with teachers, SEND staff, Attendance Team, healthcare professionals, parents and carers.
- Contribute to a safe, nurturing and inclusive learning environment and develop policies and systems that support and ensure this.
- Oversee the organisation of College vaccination programmes.
- Support staff with managing student conditions on educational visits and enrichment activities.

Informal enquiries are welcome please contact Amy Marks, Assistant Headteacher on amy.marks@horndeantc.hants.sch.uk

The College is committed to safeguarding children and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

Please complete a support staff application for which can be found on the College website. Please do not send CV's. Please email application form to: vacancies@horndeantc.hants.sch.uk

Closing date for applications: 12 noon, 26 October 2026.

HORNDEAN TECHNOLOGY COLLEGE



Education Health Care Assistant

14 Hours a week - 39 Weeks per year (term time only)
Monday – Friday, working days and hours negotiable 08:30 Start if possible.

Closing Date 12 noon 26 October 2026



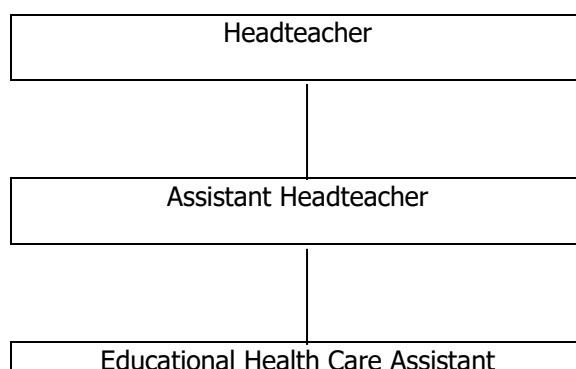
ROLE PROFILE FORM

Section A

Department/Section:	Children's Services (But school based and employed by school)
Role Title:	Education Health Care Assistant
Reports To:	Headteacher or relevant manager of school
Role Purpose:	To provide practical personal and medical support to children and young people with complex health needs and support them access education and maximise their educational and social opportunities. Role holders may be required to work with children inside and outside of a classroom setting.
Hours:	14 Hours per week, 39 Weeks per year (Term time only).
Salary:	As above

Closing date: see advert

Section B Organisation



Section C : Role Requirements.

Working in a school and as part of an integrated member of the school team, the Education Health Care Assistant (EHCA) will undertake the following responsibilities with training and when deemed competent by an appropriate Registered Nurse/therapist and/or with professional supervision where appropriate:

- Provide personal and health care, health monitoring and basic therapy programmes to children and young people with complex health needs and/or who are technologically dependent to enable them to access education and maximise educational and social opportunities. May be required to have a co-ordinating role for school staff who carry a specialist specific responsibility and/or are trained and competent in supporting pupils at school with medical conditions. Attend to and administer the medical technology needs of the child/young person where necessary and for which they have received training.
Examples of typical health care/monitoring/therapy procedures undertaken by role holders include (but not exclusively): administering first aid, gastrostomy feeding, giving medication under supervision, respiratory physiotherapy and suction; changing tracheostomy, monitoring oxygen saturation (SATS) levels, administering oxygen, physiotherapy, speech therapy. The role may include assisting children with mobility including lifting, moving and carrying.
- Develop an understanding of the specific needs of the pupils to be supported (academic, physical, emotional, behavioural), contributing to and carrying out specific duties as outlined in the appropriate personal plan(s) for the pupil and work in a sensitive manner within the classroom setting to maximise integration with their peer group. Provide advice/support in this area to other members of the team as needed.
- Aid the pupil/s learning and social development, in liaison with teaching and support staff, as effectively as possible both in group situations and individually, inside and outside the classroom. This will vary depending on the individual needs of each pupil but could include for example (but not exclusively), clarifying and explaining instructions, ensuring the pupil is able to use the necessary equipment, creating an appropriate classroom setting, assisting where interpreting is required e.g. lip reading or signing.
- Source and/or adapt appropriate resources to support the pupil to access the curriculum e.g. differentiated learning equipment. Work with the appropriate member of staff to develop a suitable programme of support and regularly evaluate the effectiveness of those programmes to inform ongoing development and refinement of those programmes.
- To establish a supportive relationship with the pupil and use appropriate techniques to promote/reinforce their self esteem and foster increasing independence and/or self management of their health care needs.
- Ensure the safety and comfort of the pupil at all times. Continually monitor the pupil's condition and act accordingly/put emergency procedures into action if there are signs that their condition is deteriorating.
- Provide regular reports and updates on the pupil's health and progress to educational and health care professionals, with due regard to confidentiality and data protection. Report any concerns immediately about the child or family situation using appropriate escalation routes.
- Establish effective relationships with the pupil's family/carers, providing a contact point between the school, pupil and family/carers.
- Accurately record and maintain relevant documentation following agreed standards and using the appropriate paperwork and maintain/follow the school's system for recording the monitoring of pupil's progress. To understand, contribute to and be familiar with pupil's care, education and personal evacuation plans, including personal risk assessment to minimise risks whilst onsite.
- Work positively and effectively with internal and external colleagues in multi agency settings to maintain effective working relationships and promote team working and assist education and health care professionals with the education, support and inclusion of the pupil(s), undertaking relevant training or refresher training as necessary.

- May be required to support wider learning and school activities where appropriate, including where required, breaktime supervision and off site activities.
- Attend and contribute to staff meetings, training and INSET days as required and identify areas of personal practice and experience to develop.
- Provide support in an emergency or evacuation situation, in a calm professional manner based around the individual child's needs. Actively provide information to any emergency service when requested to do so.

Corporate & statutory initiatives

Adhere to school policies and procedures e.g. confidentiality, data protection, health & safety, discrimination, infection prevention and control.

Awareness and understanding of their responsibilities for safeguarding children and vulnerable adults, and the specific responsibilities placed on individuals who care for such clients/patients and procedures/escalation routes to follow for raising concerns.

Respect the confidentiality and privacy of pupils and staff at all times.

Work closely and share information as appropriate with Designated Safeguarding Lead, Leadership Team, pastoral staff and the SENDCO.

Section D - The key decision making areas in the role

- The appropriate response/intervention to meet/support the pupil's individual
- personal, medical, educational and social needs on a daily basis, also undertaking reasonable adjustments to remove barriers to learning.
- • Use their understanding and knowledge of the pupil to contribute to and inform their
- personal plans and support programmes whilst at school and sharing this with the wider team where appropriate
- • Assessment of the pupil's condition and when to instigate emergency procedures.
- • What and when to report and the appropriate escalation route to follow.
- • Appropriate medical and safeguarding records are maintained, ensuring compliance
- with the agreed record keeping systems of the school.
- • Appropriate risk and other assessments are completed and documented in a timely
- manner in accordance with school policy.

Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

- No direct financial accountabilities but responsibility to ensure the provision and economical use of medical equipment and resources.
- No staff management responsibilities.

Section F - The main contacts – external/internal customer contacts and purpose

- Pupil's
- School staff, including Designated Safeguarding Lead, Leadership Team, Pastoral staff and SENDCO.
- Health Professionals
- Parents, family and/or carers
- School Governors
- Social Care Professionals
- Special Educational Needs Service

Section G - Working conditions – environment, and physical effort or strain.

The role involves working in schools, including special schools, and classrooms, which is often significantly constrained in terms of space/equipment/seating in a multi-agency and multi disciplinary environment.

Manual handling responsibilities including handling equipment e.g. oxygen cylinders.

May have to deal with challenging pupil behaviour

Responsible for carrying out personal care tasks for children with special needs.

Responsible for managing individual children's medical needs in line with their care plans which may include carrying out invasive procedures and administering medicines for which full training has been given.

Medical care will be under delegated duties from a practitioner which is overseen by NHS governance.

Section H - Context/additional information

This role includes a high component of confidentiality and the post holder needs to hold and maintain the trust and confidence of both pupils and teachers. Information acquired during the role must be treated carefully and appropriately by the post holder.

Various aspects of the role may be emotionally demanding when dealing with individual pupils. The post holder's working hours predominantly require pupil contact.

Procedures

"Horndean Technology College and Hampshire County Council are committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service check along with other relevant employment checks."

1. Role Profile

The Role Profile gives an outline of the broad responsibilities and lists the main tasks involved in order to undertake the post successfully.

2. Post and Recruitment Details

These will outline the general conditions of service and salary applicable to the post, the closing date for applications and the interview date. Additional information about the vacancy will be enclosed in respect of the particular faculty, section or work area as appropriate.

3. Filling in the Application Form

After reading the role profile think carefully about your application and consider to what extent you have gained the skills and experience necessary for the post. Consider all the points in the role profile when replying. Include evidence to support your application. Please send your completed application to Claudia Trapnell, Horndean Technology College, Barton Cross, Horndean, Waterlooville, P08 9PQ or email to vacancies@horndeantc.hants.sch.uk. It has come to our attention that some applications sent using Royal Mail are not reaching us by the required closing date, this is due to the incorrect postage amount being paid.

Please note that canvassing in any form will disqualify the applicant.

4. Long Listing/Short Listing

This is the initial process of matching applicants against the relevant criteria in the person specification. The long or short listing panel will make judgements based upon the evidence presented in the application as to those candidates who best meet the criteria. References will normally be sought at the long listing stage. These will help us to develop a short list of candidates to be invited to interview. This also applies to internal candidates.

5. The Interview Panel

Normally, the interview panel will consist of two, three or four people. Other members of the panel will represent various levels of management associated with the advertised post.

6. The Day Structure

Candidates will be expected to furnish themselves with information and answers to most of their questions through the structure of the day. Candidates will nevertheless be asked if they have any final questions/points they wish to raise after the Panel have asked their questions.

Typical day structure:

0845	Arrive for refreshments
0900	Tour of the College
0930	Time in Department of Advertised Post
1030 onwards	Formal interviews

Candidates are free to leave the College once their interview is complete.

(Timing will, of course, be variable according to the number of candidates being interviewed.)

Each candidate will be asked the same core questions; however, members of the panel may ask relevant supplementary questions arising from your initial answer under the overall direction of the Chair.

All questions will be relevant to the job and will be as open as possible, thus allowing candidates to give evidence of their suitability. The level and complexity of questions will relate to the level of the post.

Members of the Panel will usually take notes during the course of the interview; these will be used to assist the Panel in making its final decisions.

7. Facilities at Interviews

Every effort will be made to provide appropriate facilities for candidates at interviews. Please contact the Recruitment Officer, Claudia Trapnell, should you have any special requirements in order to facilitate your attendance at the interview.

8. The Decision

The decision to appoint will be taken on the basis of the evidence that has been made available to the panel throughout the recruitment and selection process in relation to the criteria as stated in the person specification. You will be notified as to the outcome.

9. References

The appointment of candidates will be subject to the receipt of two satisfactory references, as requested at the long listing stage.

Your present or most recent employer must be given as one of the two referees. This person will normally be the head of the organisation for which you currently or most recently worked. The other reference should be from someone who knows you, your work and ability. **Normally, references will be requested prior to interview.**

References will be used to supplement the Panel's decision or, if the Panel requires further evidence, to distinguish between candidates. The Chair of the Panel may request that further enquiries are made to either the referee and/or the candidate, where there is information or an omission in the reference giving rise to doubt or concern.

References will not be disclosed to the candidate.

All appointments will be subject to medical records. It may be necessary in some instances to refer a health questionnaire to an independent Medical Officer for a report.

In the event of you being appointed, it will be necessary for the College to check with the police as to whether you have a criminal record. Your authority to do so is given on the application form.

**Proof of qualifications will be required in the form of original certificates.
Photographic proof of identification will be required, a passport or driving licence.
Please bring with you, if selected for interview.**

10. Feedback to Unsuccessful Candidates

The College does not give reasons for non-appointment. It will invariably be that in the judgement of the panel there was a better candidate available or that no candidate met the College's requirement. Internal candidates will be offered a debriefing interview by an appropriate member of the panel. Any external candidate who requires feedback on their interview performance will also be offered constructive advice about their interview performance.

11. Interview Expenses

The College will pay travel and subsistence expenses (within UK only) as set out on the claim form provided to short-listed candidates on the day. These will not normally be granted to candidates who withdraw before the selection process is completed. HCC procedure for Mileage Claims states all mileage claims must be submitted with a VAT petrol receipt that is dated prior to the mileage claim. There is no exception to this rule. No petrol VAT receipt = no claim!

12. No Smoking Policy

For Health and Safety reasons, the College has been designated a no smoking area and the successful applicant will be expected to comply with this policy.

13. Asylum & Immigration Act 1996

Under the Asylum and Immigration Act, we must require all candidates for employment to produce a document to prove that they are entitled to live and work in the U.K. Please bring with you to the interview one of the following (not a copy):

- a documented National Insurance number (eg P45, P60 tax form, previous pay slip).
- a valid Passport from any European Economic Area state.
- a British Birth Certificate.
- a Certificate of Registration or Naturalisation as a British Citizen.

No offer of employment should be made until proof has been seen and checked carefully. A copy of the document for the successful candidate must be retained on the personal file.

The rules apply to all employees including staff employed on any type of casual contract.

14. Equal Opportunities

In line with our 'Vision Statement' and national legislation, Horndean Technology College is committed to seeking to ensure that all staff, both present and future, have equal opportunities, in the context of both national legislation and College objectives, irrespective of gender, ethnic origin, age, disability and other identities.

The successful candidate will be given full opportunities to develop professionally through a comprehensive induction and staff development programme which includes appraisal.

Thank you for expressing interest in our College. I hope that these details will help you to make the best of any application.

If you are unsuccessful in obtaining a post on this occasion, I wish you the best in future applications you may wish to make.

Mrs Julie Summerfield
Headteacher