

Job Description

Job Title:	Welfare and Care Assistant
Salary:	Grade 3, Scale point 10 – 13, £18,887 - £19,265 FTE salary per annum
Conditions of Service:	Support Staff Contract of Employment
Responsible to:	Head Teacher

Statement of Purpose

To provide day to day welfare support and care for young people aged 16-25 with a wide range of special educational needs and disabilities to overcome barriers to learning. The role includes providing support and care for young people with complex needs (PMLD) in the classroom and when young people are on community visits. The role will, under guidance, include enteral feeding, personal care and physical support needs of young people. The role includes supporting young people to access the community including management of wheelchairs.

Supporting Learners:

- Under guidance to support access to all aspects of College/School/Academy provision for learners with SEND and additional needs including personalised timetables.
- Support feeding and personal care of young people including enteral feeding.
- Provide 1-1 support where timetabled.
- Attend to learners' personal needs and provide advice to assist in their social, health and hygiene development on a daily basis.
- In conjunction with the teacher and Teaching Assistants support the implementation of Individual Education and/or Behaviour Support plans.
- Support (with appropriate training) therapeutic and physical needs of learners.
- With support from Teacher and Teaching Assistants, support the keeping of progress records for individual learners.

Support to Academy/School/College (this list is not exhaustive)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the College/School/Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with learner needs as appropriate during the College/School/Academy day.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person specification

Minimum Criteria for Two Ticks *	Criteria	Essential or Desirable
	Experience <ul style="list-style-type: none"> • Have experience of working to support children and/or young people's learning, gained in a relevant environment. • Experience of working with children/young people/adults with additional needs. • Experience of supporting the welfare and care needs of children/young people/adults with additional needs. • Can support the therapeutic and physical needs of young people (or is willing to train to do so) 	D D D E
	Qualifications/Training <ul style="list-style-type: none"> • Numeracy/literacy skills equivalent to GCSE C /4 or Functional Skills Level 2 and above. • Training in relevant strategies e.g. SEND; Behaviour; SEMH; sign language, Makaton, dyslexia etc. 	D D
	Knowledge/Skills <ul style="list-style-type: none"> • Understanding of education including meeting the needs of young adults with SEND. • Understanding how to help overcome barriers to learning • Ability to listen to and follow guidance from teachers and teaching assistants to meet needs of individual learners • Good interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Effective communication skills. 	D D E E E E
	Behavioural Attributes <ul style="list-style-type: none"> • Learner focussed in all behaviours. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the learners, parents/carers and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. 	E E E E E E E

	<ul style="list-style-type: none"> • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	E E E E
--	--	------------------

In addition to candidates' ability to perform the duties of the post, the interview will 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
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.