

Job description

Job Title:	Health Care Assistant (Educarer)
Salary Scale:	Lighthouse Scale Points 12-19
Gross Salary:	£24,496 - £27,851 (FTE) £21,043 - £23,925 (Actual pro rata salary for 39 weeks) (Subject to annual pay review)
Hours of Work:	37 hours per week; 8.30am to 4.30pm Monday to Thursday, 8.30 am to 4pm Friday Term time plus 1 additional week - a total of 39 weeks per annum
Accountable to:	Principal
Reports to:	SENDCo

Job purpose

- To manage and implement medical intervention systems across Lighthouse School
- To be the first point of contact for medical support and first aid in school
- Coach, train and support school staff in medical and care intervention strategies
- Work alongside the SENDCo to ensure that students' medical needs are met, contributing to Educational Health Care Plan (EHCP) reviews, and attending meetings as appropriate
- Support the development and achievement of the school's vision to secure success and improvement
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Main duties

Principal Responsibilities

- Support students who may have complex medical needs, including managing and administering daily medical interventions
- Provide emergency medical support
- Support students with personal medical needs and implement related personal programmes, including health, physical, hygiene and first aid
- To provide medical support to out of school learning activities within guidelines established by the school
- Develop and lead intervention groups to promote student health

- Work with individual students, pairs or small groups on appropriate targets, both self-directed and as directed by the SENDCo
- Ensure personal care for students is administered safely and in line with school policies e.g. toileting, changing, feeding and medication etc. and updating care plans
- Assist in coordinating and organising immunisations for students with SENCo
- Ensure all medical records are treated as confidential and data protection protocols are adhered to
- Complete individual health care plans for students in liaison with parents, medical professionals and SENCo
- Manage medications, ensuring safe storage, expiry dates etc. and keeping appropriate logs in liaison with parents and other staff members
- Complete individual pupil risk assessment for students with medical needs
- Implement detailed individual health care plans and interventions, in liaison with nursing support, parents and students' medical care plans
- Maintain and regularly review individual care plans in liaison with appropriate professionals and parents, ensure medication and equipment in school is correct and report any anomalies between the medication and equipment provided and the care plans received
- Monitor student response to treatments and call specialist support and parents if necessary
- Check and update documentation and consumables within all first aid kits on site
- To regularly communicate with parents to share information around interventions and medical care and gather information related to the child's health, recording this appropriately on school systems
- To liaise with professionals and staff to ensure that medical interventions have minimum impact on learning and that relevant staff are made aware of any particular health issues
- Ensure good relationships are in place with colleagues, partner organisations, students and parents/carers
- To lead Team Around the Child meetings relating to medical health where required
- Provide training and mentoring for members of staff as relevant in health related strategies and interventions
- To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Lead in developing the Health Care Action Plan and contributing to the School Development plan
- To work within an agreed system of supervision
- Keep records to demonstrate the intent, implementation and impact of role and associated actions

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- With support, manage students effectively, using approaches which are appropriate to students' needs
- Use appropriate strategies that effectively remove barriers to learning and develop replacement strategies
- Encourage good relationships between students at all times

- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students
- Be responsible for the Health and Safety of self and others
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures and recording safeguarding and behaviour concerns on CPOMS

Team working and collaboration

- Work as part of a multi-disciplinary team
- Participate in all relevant meetings and professional development opportunities at the school
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Encourage and support positive co-operation between home and the school
- Support the effective running of the school by ensuring the policies and procedure are understood and followed
- Take part, as required, in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues as required

Professional development

- Undertake appropriate steps to gain detailed medical knowledge and specialist skills to support students' medical needs and keep up to date with developments in medication and treatments
- Undertake regular training, specific to medical tasks relating to students care
- Regularly reflect on the effectiveness of your role as part of the appraisal process, refining your approaches where necessary and responding to advice and feedback from colleagues
- Be responsible for improving your practice through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Participate in professional development by undertaking CPD opportunities as appropriate to the post holder

Safeguarding Children and Vulnerable Adults

- Lighthouse School has a statutory and moral duty to ensure that the School functions with a view to safeguarding and promoting the welfare of children and young people studying at the School. The post holder will be required to commit to the School's safeguarding policy and promote a safe environment for children and young people learning within the School. All posts are subject to an enhanced disclosure and barring service (DBS) check, however having a criminal record will not necessarily bar you from working with us, this will depend on the nature of the position and the circumstances and background of your offences.
- To be responsible for promoting and safeguarding the welfare of students within the school, raising any concerns by following the school protocol/procedures.

Equality and Diversity

- All employees of Lighthouse School are required to promote equality and diversity in all aspects of the job. Specifically, the post holder will be required to support the School meeting the general Equality Duty under the Equality Act 2010 to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Health and Safety

- To co-operate with the School's management, in meeting the objectives of providing a healthy and safe place to work. Therefore, all staff must carry out their work with reasonable care for the health and safety of themselves and other people. All staff should comply with the School's Health and Safety Policy.
- To be responsible for the Health and Safety of self and others using proactive and reactive strategies including positive handling techniques.

Other

- Have high regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality
- Be able to lead, plan and assist with Educational Visits as a visit leader.
- Be able to use EVOLVE visit software to monitor and assess educational visits.
- Work as part of a team to plan and deliver extracurricular activities and holiday club both on site and as educational visits
- Perform any reasonable duties as requested by Coordinators or the Leadership Team
- Contribute to the school's compliance with the General Data Principles Regulations.
- Referral of data breaches within the timescales to Senior staff as required

This job description is not exhaustive and it is expected that the post holder will undertake additional duties on occasion, within their capabilities. This document will be regularly reviewed and changes will be made in consultation with the post holder.

Signature of Post Holder: _____ Date: _____

Signature of Principal: _____ Date: _____

Person specification

	Essential	Desirable
Qualifications	<p>Good standard of education, including GCSE English and Maths at C or grade 5 or above</p> <p>First Aid qualification 3 day course (can have lapsed but must have previously passed a course)</p>	<p>Relevant qualification at degree level or equivalent</p> <p>QCF/NVQ in Health & Social Care</p> <p>Paediatric First Aid qualified</p> <p>Current First Aid at Work qualification</p> <p>Team Teach qualification</p> <p>Child Development Qualification</p> <p>Line Management training</p> <p>Mental Health First Aid Trained</p>
Experience	<p>Provision of First Aid</p> <p>Experience of working within education, childcare or paediatric healthcare</p> <p>Experience of Safeguarding</p>	<p>Experience of working with ASC students</p> <p>Previous experience working as a Health Care Assistant or similar role</p> <p>Experience of working in multidisciplinary teams</p>
Knowledge	<p>High standard of clinical work, decision making and competence</p> <p>A good understanding of, and commitment to, Safeguarding, health and safety, data protection and equal opportunities</p> <p>Ability to use Microsoft Office Software, email and internet</p>	<p>Awareness of current developments in public health services and legislation</p> <p>Training and experience of multi-agency working</p> <p>Experience of safeguarding policy and procedures</p> <p>Experience of using CPOMS</p> <p>Experience of completing EHCP records</p>

Skills	<p>Ability to work effectively both in collaboration with others and independently using own initiative</p> <p>Ability to communicate effectively with students, parents/carers and other stakeholders</p> <p>Ability to problem solve, make decisions and stay calm in crisis situations</p> <p>Organised and efficient</p>	<p>Ability to communicate using a variety of different methods</p> <p>Ability to line manage other members of staff</p>
Attitude	<p>Willingness to undertake personal care as required</p> <p>Willing to learn and undertake further training</p> <p>Reliable, approachable and flexible in respect to working practices</p> <p>Ability to undertake the duties of the post with reasonable adjustments as required under the Equality Act 2010.</p> <p>Able to work reflectively and deal calmly with challenges presented</p>	<p>Able to take own leadership and confident to work independently when needed.</p> <p>Positive and engaging about development of provision for ASC students.</p>

Closing date for applications:	
Contact:	