

## **JOB DESCRIPTION**

**Job Title:** Health Care Assistant

**Grade:** Grade 3

**Purpose of Job Role:**

Work in co-operation with other keyworkers involved in supporting the pupil's educational and health care needs under the guidance of the Centre Leader.

Work with parents, carers, specialist health professionals and other to develop, implement and monitor in-school care plans for young people with complex health needs and long-term conditions to enable them to attend and benefit from school

Work with teaching staff and the Designated Safeguarding Lead to identify and act to safeguard young people at risk of harm.

**Duties and Responsibilities:**

- Work with teachers to identify young people with particular developmental concerns, assess their health status and refer to specialist services where necessary.
- To adhere to Individual Health Care Plans for young people with specific health care needs.
- To assist with maintaining medical records accurately, confidentially and safely ensuring a rapid retrieval system is in place
- To ensure comprehensive notes and records are made in relation to incidents/accidents and reported to relevant staff as necessary, in accordance with the school's safeguarding procedures
- To assist health checks with external agencies
- To be aware of, and implement, routine procedures as outlined in the Medical Needs Policy
- To communicate as appropriate with the school nurse, parents and those who have care of pupils
- Ensure that all dispensed treatment given and supplies used are recorded
- To ensure safe storage and use and disposal of medical supplies, drugs and clinical waste
- To assist with maintaining treatment room stock, hygiene and housekeeping standards
- To assist with carrying out weekly checks of the Defibrillator and request servicing as necessary
- Administer First Aid as required throughout the Academy community.
- To assist with the maintenance of all first Aid Kit
- To assist with ensuring relevant medical advice/guidance notes are prepared for young people for trips and outings as necessary
- Conduct home visits when necessary.
- Uphold medical confidentiality in line with legal duty of confidentiality to young people
- To carry out all duties in accordance with the Academy's Health and Safety Policy and in accordance with Health and Safety Legislation as appropriate
- Maintain and improve professional knowledge and competence, keep up to date with professional, clinical and healthcare issues relevant to work in schools

**Other responsibilities:**

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all academy policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual pupils, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the school.
9. May be required to work at any other sites within TDET as the needs of the Trust dictate.
10. Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
11. To perform other such duties as the line manager, Assistant Principal, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.  
New post holders are also consenting to annually renew their Update Service subscription.

**Team/s:** Parkway  
**Responsible to:** Centre Leaders  
**Responsible for:** N/A

**Job description issued after consultation**

**Signature of the Principal**..... **Date** .....

**Copy received by**

**Signature of the Post holder**..... **Date** .....