

THE HIVE COLLEGE: LEVEL 1 MALE CARE ASSISTANT – JOB DESCRIPTION

Hours of work: 32.5 hours per week Monday to Friday, TTO (39 weeks)

Salary FTE: £24,796 plus £1,722 SEN allowance

Actual salary: £19,304.30 plus £1,340.62 SEN allowance

JOB PURPOSE

- To work within The Hive College to assist in the personal care and management of the male students.

DUTIES AND RESPONSIBILITIES

- Work as part of a team assisting in the personal care and management of male students with a physical disabilities and/or medical conditions.
- Liaise with professional staff in the care management of individual students
- Work with parents at a practical level in the management of toileting and in the use of equipment in the home.
- Attend to the physical and personal hygiene needs including:
 - Toileting incontinent males and training them in the use of specialist equipment.
 - Bathing and cleansing.
 - Dressing and undressing.
 - Feeding, where necessary and being aware of special techniques, which may be used.
 - Moving and handling students.
- Provide simple repairs and maintenance to bathroom equipment.
- Take a full and active part in the life of the college.
- Undertake other duties as may be commensurate with the grade and nature of the post.

SUPERVISION RECEIVED

- **Supervising Officer's Job Title:** Assistant Principal
- **Level of Supervision:** Left to work within established guidelines subject to scrutiny by supervisor

Notes:

This job description may be amended at any time in consultation with the postholder.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY

MALE CARE ASSISTANT – PERSON SPECIFICATION

Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or Exercise

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	- Experience working with young adults with SEND - Experience working within a team - Some experience of supporting young people with SEN	AF/I AF/I AF/I
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	- To make effective contributions to the team as appropriate - The experience of and the ability to deal positively with young adults with SEND - Show initiative and work independently - Be committed to the ethos and values of the college - Develop good appropriate relationships with students and staff - Communicate positively and effectively to students and listen to them - Actively contribute to a happy safe and supportive environment - Able to work within a team - Ability to work within and apply all college policies e.g. Adult Safeguarding	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	Willingness to participate in further training and developmental opportunities offered by the college.	AF/I
EDUCATION/QUALIFICATIONS (Full regard must be paid to overseas qualifications)	- Good literacy skills - Good numeracy skills	AF/I AF/I
OTHER	- A flexible and positive attitude - Competent and organised - Patient - Reliable and punctual - Enjoy working with young adults	AF/I AF/I AF/I AF/I AF/I
SAFEGUARDING	- Enhanced DBS is essential - This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role	AF/I AF/I

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY