

Personal Care Assistant - Part Time

Job Description

Normal place of work: Elms Bank School, although you may be asked to contribute towards trust wide projects.
Normal working hours: Monday to Friday 09.45 am to 3.15 pm
Responsible to: Responsible to: Class Teacher
PURPOSE OF THE POST
<ul style="list-style-type: none">• To work under the direct instruction of teaching/senior staff, usually out of the classroom or elsewhere as deemed appropriate to job role.• To support pupils to access learning as required.• To support in providing high quality personal care for students who need assistance.• To support pupils with eating and drinking programmes.• To facilitate engaging lunchtime activities.• To support pupils to change and access the hydrotherapy pool.
DUTIES AND RESPONSIBILITIES
Support for Pupils <ul style="list-style-type: none">• Attend to the pupils' personal needs, and implement related personal programmes, including communication, social, health, physical, hygiene, and first aid.• Supervise and support pupils ensuring their safety.• Establish good working relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.• Promote inclusion and acceptance of all pupils.• Encourage pupils to interact with others and engage in teacher led activities.• Encourage pupils to act independently as appropriate.• Ensure hygiene areas are kept stocked, and clean and tidy throughout the day.

- Follow behaviour management and positive handling plans.
- Follow moving and handling training plans.
- Follow Speech and Language feeding programmes.
- To use Team Teach de-escalation strategies in a highly effective manner.
- To use Team Teach positive handling appropriately in line with training.

Support for the Teacher

- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

Support for the Curriculum

- Support pupils to understand instructions.
- Support pupils in respect of personal programmes as directed by the teacher.
- Prepare and maintain equipment and resources as directed and assist pupils in their use.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall visions, values and aims of the school.
- Appreciate and support the role of other professionals to best meet the needs of the pupils.
- Attend relevant meetings as required.
- Participate in training and other professional development opportunities.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- We expect all staff at Elms Bank to share our core values.

Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

Personal Care Assistant Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:
ESSENTIAL	
<ul style="list-style-type: none">• Willingness to participate in relevant training to undertake the role to a high standard.• Willingness to complete Manual Handling Training, Team Teach Behaviour Management and Physical Intervention course, and other courses/training as required.	
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:
ESSENTIAL	
<ul style="list-style-type: none">• Ability to ensure that pupils' care needs are met with dignity and respect.• Ability to work effectively within a team environment, understanding supervision roles and responsibilities.• Ability to build effective working relationships with all pupils and colleagues.• Ability to promote a positive ethos and role model (high expectations of dignity and courtesy) when working across school to attend to pupils' care needs.• Ability to work with children at all levels regardless of specific individual needs and identify learning styles as appropriate.• Ability to adapt own approach in accordance with pupil needs.• Ability to use basic technology.	
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:
ESSENTIAL	
<ul style="list-style-type: none">• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and commitment to raising their educational achievements.• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.• Demonstrate and promote the positive values, attitudes and behavior they expect from the pupils with whom they work.• Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.• Establish constructive relationships with parents and carers if necessary.• Able to improve their own practice through training observations, evaluations and discussion with colleagues.• Able to follow written and verbal guidance to keep pupils safe e.g. physio and SALT programmes.	