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Description automatically generated with medium confidence 

**Role: Foxwood Personal Care Assistant**

**Location:** Foxwood Academy, Derby Road, Bramcote, Nottingham, NG9 3GF

**Salary:** Grade 2, Scale Points 2 to 4, £22,366 to £23,114 p.a. FTE

**Actual Salary:** Grade 2, Scale Points 2 to 4, £7,765 to £8,024

**Hours:** 15 hours per week, 11am to 2pm Monday to Friday, term time only

**Start date:** As soon as possible

#### GENERAL INFORMATION

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

**Purpose:**

As a member of Foxwood Academy, you will work collaboratively with colleagues in the academy, across the Trust and external partners, to ensure the effective and efficient provision of support services across the academy.

As a Personal Care Assistant you will work under the instruction/guidance of teaching/senior staff to assist pupils with their day to day personal care needs and work alongside other professional staff to further pupils’ independence skills.

**Reporting to**:

* Headteacher

**To co-operate with:**

* All colleagues in all teams
* Parents, carers and the local community

**Disclosure:**

* Clear and current Enhanced DBS check

**Core duties and key responsibilities:**

* Working as part of a team in the development of personal care programmes for pupils
* Assisting pupils in implementing their own personal care programmes during the school day, specifically in relation to practical support for:
  1. Personal hygiene
  2. Toileting and continence training
  3. Eating and drinking
  4. You are expected to meet the health needs of children including the administration of medication, health care procedures and intimate and personal care. Full training is given
* Providing practical assistance in relation to other identified physical needs e.g. transportation, dressing, meal times, organisation of learning equipment
* Keeping records related to personal care in conjunction with the appropriate teacher/other officer
* Maintaining and cleaning personal care equipment and materials, clothing etc. Maintenance of toiletry supplies
* Providing personal assistance to identified pupil/pupils in physical/practical activities e.g. physical education, cookery, school visits, therapeutic treatments organised by the school etc
* Working in cooperation with other key workers involved in supporting the pupils’ educational and health care needs under the guidance of the class teacher or other responsible officer

**General responsibilities:**

* Work within the framework of the school’s agreed policies and procedures
* Participate in staff meetings, in-service training and courses
* To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school’s policies and procedures
* To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
* To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_