

Harlow Academy

Job Description

Post Title:	Personal Care Assistant
Salary/Grade:	NJE Grade 3 (SCP 5 – 7)
Contract:	32.5 hours per week, term-time only
Disclosure Level:	Enhanced
Reporting to:	HR Manager – Harlow Academy

Purpose

To assist pupils with their day to day personal care needs and to work alongside other professional staff to further pupils' independence skills.

Key Responsibilities

1. Working as part of a team in the development of personal care programmes for pupils.
2. Assisting pupils in implementing their own personal care programmes during the school day, specifically in relation to practical support for :
 - Personal hygiene
 - Toileting and continence training
 - Eating and drinking
3. Providing practical assistance in relation to other identified physical needs e.g. transportation, dressing, meal times, organisation of learning equipment.
4. Keeping records related to personal care in conjunction with the appropriate teacher / other officer.
5. Maintaining and cleaning personal care equipment and materials, clothing etc. Maintenance of toiletry supplies.
6. 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.
7. 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

1. Work within the framework of the school's agreed policies and procedures.
2. Participate in staff meetings, in-service training and courses.
3. 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 terms, following consultation with the Recognised Trade Unions.
4. 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.
5. 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.
6. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.
7. To undertake medical training, as required by the needs of pupils.

Signed: _____

Print name: _____ Date: _____

Please return a signed copy to Anita Buffrey (HR Manager) within 10 working days.