

Job Description			 <p>Love Life Love Learning Grow in Faith</p>
Title PERSONAL CARE ASSISTANT Grade 2 scp 1	School: Linby cum Papplewick CE Primary School	Post Ref Profile Learning Support 7	
Job 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 <ol style="list-style-type: none"> 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 : <ul style="list-style-type: none"> • 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 <ol style="list-style-type: none"> 8. Work within the framework of the school's agreed policies and procedures 9. Participate in staff meetings, in-service training and courses 10. 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 11. 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

12. 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
13. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Person Specification

Education and Knowledge

Knowledge of procedures to provide personal care and support to children and young people; Ability to record any observations etc as required.

Experience

Experience of working with children on a one to one basis is desirable.
Experience of working with children with additional sensory needs is desirable.
Experience of working with pupils with emotional and behavioural needs is desirable.

Personal skills and general competencies

Work well as part of a team.
Understand the importance of mental health and wellbeing for all of our pupils so that they can be supported to achieve their full potential.
Have an understanding of special needs to support pupils to achieve well.
Punctuality and commitment are essential so that we can consistently deliver the very best for our pupils.

Factor Information

The factor definitions are outlined below and are specific for the job description and reflect the appropriate level from the NJE scheme that are commensurate with the level of responsibility and competences required for the role as described in the Job Description.

Factor		Factor Definition and Relevant Job Information
1	Knowledge	Knowledge of procedures to provide personal care and support to children and young people; Ability to record any observations etc as required.
2	Mental Skills	Some basic assessment of the factors with regard to a range of problems or issues may be necessary before deciding on the best course of action e.g. young person's health/behaviour deteriorates - post holder makes an appropriate decision to rectify the situation, this may involve requesting assistance in specific situations; supporting learning situations including ensuring the pupil is comfortable and ready to learn.
3	Interpersonal/ Communication Skills	Providing care to pupils with physical and emotional needs; required to understand a pupil's needs and respond appropriately; this may include basic signing.
4	Physical Skills	Basic record keeping which will include use of computer keyboard to input basic alpha/numeric information; Use of hoist to move a pupil as required/use of other specialist equipment to assist the pupil.
5	Initiative & Independence	Some initiative is required to deal with routine issues with supervisory support available when areas of difficulty are faced in non routine areas of work.
6	Physical Demands	Long periods of standing, also sitting down, often on small chairs, kneeling and bending with pupils; setting out classrooms and learning environments; moving and handling using special equipment e.g. pushing a wheelchair containing a pupil.
7	Mental Demands	Alertness for observation of young people's behaviour and to identify their needs.
8	Emotional Demands	Working on an ongoing basis with children, many of whom have special needs and exhibit challenging behaviour, including Autism, Dyslexia, Dyspraxia, Visual Difficulties, Hearing Difficulties and Physical Difficulties; also terminally ill children and those who suffer from seizures or epilepsy.

9	Responsibility for People	Assessing and responding to the personal needs of pupils
10	Responsibility for Supervision	Job holder has no direct responsibility for the supervision of other employees. Occasional demonstration of own duties or similar assistance to new staff may be given as necessary.
11	Responsibility for Financial Resources	Job holder has limited direct responsibility for financial resources. The handling and recording of small amounts of cash/cheques or equivalent may be necessary periodically.
12	Responsibility for Physical Resources	Responsible for the careful use of special equipment and for reporting any problems with this equipment; being responsible for personal possessions of pupils; keeping records of personal care.
13	Working Conditions	Assisting pupils with toileting and dealing with bodily fluids on an ongoing basis; some exposure to abuse and/or aggression.