



**Personal Care Assistant
Welburn Hall School**

Recruitment Information Pack



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Welburn Hall School

Welburn Hall is a generic special school/college for children and young people aged 8 to 19 years with a wide range of special educational needs.

Set in over 20 acres of stunning countryside, Welburn Hall School is situated in the market town of Kirkbymoorside; nestled on the edge of the North York Moors National Park. With dedicated staff, fantastic facilities and beautiful buildings, we create a calm and inspiring place to learn, live and work.

A North Yorkshire Council maintained special school, we have a strong reputation for excellence; offering a dynamic, innovative and unique learning journey for pupils aged 8 to 19 years, with a wide range of physical disabilities or learning difficulties. Welburn Hall also boasts a vibrant and successful residential 6th Form College, catering for young people between the ages of 16 and 19.

Our aim is to ensure all pupils and students have the opportunities they need to reach their full potential for academic achievement, independence and personal development. We pride ourselves in being a warm and friendly school; our staff are our greatest resource and are highly valued for the contribution and difference they make to the lives of our pupils. Our ethos and core values of respect, perseverance and excellence support this model and are lived out in the daily work of the school.

Application Process

The closing date for all applications is **Midday, Monday 29th January 2024**

Interviews will be held shortly after the closing date.

Apply online via the NYC Jobs Page.

If you experience any issues with the application process, please email NYES.Resourcing@northyorks.gov.uk

An email will be sent to candidates with details of the shortlisting outcome.

Queries

Informal chats with our Headteacher are welcomed. For queries or to arrange a call with the Headteacher, please contact:

Chloe Bullen at chloe.bullen@northyorks.gov.uk or on 01609 536 964

We actively welcome you to contact us to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people in the area.



POST: Personal Care Assistant (Special School)	
GRADE: C	
RESPONSIBLE TO: Teacher / Member of school leadership team	
STAFF MANAGED: None	
JOB PURPOSE:	<p>To work alongside all members of the staff team to secure a safe and caring environment for pupils before, during and after the midday break.</p> <p>Undertake pupil's personal care routines following guidelines.</p> <p>To undertake feeding of pupils according to feeding programme drawn up by teachers and speech & language therapist.</p>
JOB CONTEXT:	<p>Required to work within a special school with pupils with challenging or complex difficulties to assist them with others to overcome barriers to learning.</p> <p>Due to the nature of the children's needs, the postholder must be able to meet the physical demands and duties of the role</p> <p>This job description includes the duties and responsibilities of working in a special school and incorporates the previous SEN allowance which is no longer applicable.</p> <p>Enhanced DBS clearance required</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Support the learning process under the direction of the teaching or appropriate staff. • Provide, with appropriate guidance and supervision limits, educational, emotional and physical support to students. • Assist in the implementation of appropriate behaviour management strategies. • Observe a child or young person's behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff • Know how to interact with pupils in ways that support the development of their ability to think and learn.

	<ul style="list-style-type: none"> • Participate in relevant training as appropriate to build on your skills and knowledge. • Knowledge of special educational needs. • Assist in escorting and supervising pupils on educational visits and out of school activities. • Support the use of ICT and adhere to relevant policies.
Communications	<ul style="list-style-type: none"> • Under the general direction of the class teacher take part in establishing constructive relationships with pupils, parents/carers and with other agencies/professionals. • Communicate and establish effective relationships with the children & young people, using appropriate communication aids and methods where appropriate. • Provide support and encouragement to children & young people. • Know that communication is a two way process. • Resolve minor disputes between pupils.
Safeguarding	<ul style="list-style-type: none"> • Support with and carry out personal care routines including toileting and changing of students. • To be committed to safeguarding and promote the welfare of children, young people, raising concerns as appropriate. • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate. • Understand and evaluate risks to safeguard the welfare of the children & young people. • Comply with safer working practices.
Systems and Information	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. • Share information confidentially about pupils with other staff, parents/carers, internal and external professional as appropriate. • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality. • Contribute to maintaining accurate pupil records linked to daily routine e.g. toileting, medication.
Planning and Organising	<ul style="list-style-type: none"> • Prepare materials and undertake minor clerical duties. • Participate in training and other learning activities and performance development as required.
Data Protection	<ul style="list-style-type: none"> • To comply with the Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist health and safety responsibilities as defined in the Health and Safety policy and procedure.

	<ul style="list-style-type: none"> To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.
Flexibility	<ul style="list-style-type: none"> <u>North Yorkshire Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Council Policies and Procedures.</u>
Customer Service	<ul style="list-style-type: none"> <u>North Yorkshire Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</u> North Yorkshire Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	May 2022

PERSON SPECIFICATION

Essential upon appointment

Knowledge

- An awareness of child/young person's development and learning
- An understanding that children/Young people have differing needs
- An awareness of the needs of children and young people with learning, sensory and physical difficulties

Experience

- Experience appropriate to working with children in an education setting.
- Awareness of health and hygiene issues

Occupational Skills

- Ability to work successfully in a team.
- Demonstrate interpersonal skills.
- Confidentiality.
- Ability to informally risk assess conditions and make appropriate decisions in emergency situations.
- Caring skills.
- Ability to relate to children & young people.

Qualifications

- Appropriate first aid training or willingness to undertake training

Other Requirements

- To be committed to the school's policies and ethos
- To be committed to Continuing Professional Development
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging and injurious behaviours and attitudes.
- Ability to use authority and maintaining discipline
- An empathy for equality & diversity
- Flexibility

Desirable on appointment (if not attained, development may be provided for successful candidate)

Knowledge

- Knowledge of child protection legislation and safeguarding procedures
- Knowledge of Health & Safety legislation and procedures for reporting accidents
- Knowledge of behaviour management techniques
- An understanding of independent learning and inclusion of all pupils
- Knowledge of complex associated needs e.g. behaviour, medical, physical, sensory, autism

Experience

- Good understanding of child development.
- Good written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers.
- Ability to prevent and /or manage challenging behaviour.

Qualifications

- Childcare qualification at Level 2 (or equivalent).