

**Personal Care Assistant – Scale 2**

Wyre Forest School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

# Job details

**Salary: Scale2 SCP 3– 4 TTO**

**Hours:** 25 hours

**Contract type:** Permanent

**Reporting to:** Assistant Headteacher (personal Development, Welfare & behaviour)

**Job Purpose**

Personal Care Assistants are appointed to work with children over the whole age range as part of a team under the general direction of the Deputy Headteacher (Personal Development, Welfare & Behaviour) who will be responsible for the overall policy and educational programme.

The Personal Care Assistant will be a member of the support staff under the general supervision of the Head of Complex Needs. The general duties will be to assist pupils with their day to day personal care needs and to work alongside other professional staff to further pupils’ personal independence skills.

# Duties & Responsibilities

* To follow and adhere to all safeguarding policies.
* To follow and adhere to the intimate care policy.
* To ensure the dignity of pupils at all time.
* 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; personal hygiene, toileting and continence training, eating and drinking.
* Keeping records related to personal care in conjunction with the appropriate Teacher.
* Maintenance and cleaning of personal care equipment and materials, clothing etc
* Maintenance of toileting supplies. Setting up, cleaning of dining room tables and lunchtime equipment.
* Participate in training relevant to the position.
* Work in cooperation with other staff involved in supporting the pupil’s educational and health care needs under the guidance of the class teacher, Head of Complex Needs.
* Work within the framework of the school’s agreed policies and procedures.
* Any other duties which may reasonably be regarded within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of permanent nature shall be incorporated into the job description.

# Other

* To undertake health and safety duties commensurate with the post and/or as detailed in the School’s Health and Safety Policy.
* The post holder may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require. All parties share a responsibility for ongoing dialogue, to ensure that the duties outlined within this job description remain fair and reasonable and continue to be appropriate to meeting the needs of children and young people in the school.
* The Governing Body reserves the right to alter the contents of the job description after consultation to reflect the changes in the job or services provided, without altering the general character or level of responsibility.
* The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities and Race Equalities Policy.
* Wyre Forest School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Professional development

* Commitment to further training

**Safeguarding**

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
* Promote the safeguarding of all pupils in the school

# Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

# Updated November 2023