

# Personal Care Assistant

Job description and person specification

# Job description

**Post title: Personal Care Assistant**

**Salary: Grade 2**

**Position: Term Time Only**

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

## Purpose of the post

To have a caring and supporting role and to assist pupils with their day to day personal needs. Personal care Assistants are appointed to work with pupils over the whole age range as part of a team under the general direction of the Behaviour and Educational Support Staff Lead.

## Main duties and responsibilities

- Support pupils with personal hygiene and self-care programmes
- Attend to the personal needs of incontinent pupils
- Ensure the bathroom areas are hygienic, safe and well stocked
- Support play and leisure activities
- Support pupils with eating and drinking at break times and lunch times
- Support play and leisure activities
- Maintain and use moving and handling equipment e.g. standing frames, hoist, wheelchairs etc.
- Support teachers, teaching assistants and health care professional with PE and dance lessons, hydrotherapy, rebound therapy, aromatherapy and outdoor pursuits
- Support the general smooth running of the team by ensuring that learning and pupil personal equipment is tidy, organised and clean
- Ensure that items to be laundered are taken and collected daily
- Support the maintenance of pupil safety and security.
- Have a knowledge of all roles and responsibilities related to the care and support of students.
- Preparation of learning materials and resources, adapting the environment when necessary.
- Maintaining and using moving and handling equipment e.g. standing frames, hoists, wheelchairs etc.

- Monitor individual pupil's needs and reporting these to the designated supervisor as appropriate Keep records as requested by the school
- Helping and supporting within the team through good working relationships

## **Additional**

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

## Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
<b>Qualifications</b>			
Educated to GCSE level or equivalent		ü	Application form
Relevant health care qualifications as required for the post		ü	
<b>Experience, Knowledge and understanding</b>			
Previous experience of caring for, or working with children	ü		Application form Interview Portfolio of work References
Experience caring for children with complex health care needs and their family.		ü	
Able to follow instructions provided by relevant health care providers to support in an educational setting	ü		
Knowledge and understanding of the importance of confidentiality and GDPR	ü		
Knowledge and understanding of importance of safeguarding	ü		
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	ü		
Able to recognise own limitations and seek help and advice as and when necessary	ü		
Able to acknowledge and work within professional boundaries	ü		
<b>Skills and attributes</b>			
Good interpersonal and communication skills	ü		Application Interview Portfolio of work References
Good planning and organisational skills with the ability to manage conflicting demands	ü		
Ability to communicate with children, adults and stakeholders	ü		
Shows commitment to a supportive, coaching culture	ü		
Commitment to ongoing personal and professional development	ü		
<b>Core</b>			
The post holder will be subject to an enhanced Disclosure & Barring Service check	ü		Interview Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	ü		