Person Specification for post of:

**Level 3 Personal Care Support Worker**

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| Qualifications and Training | **Essential** | **Desirable** |
| NVQ2 for Teaching Assistants or equivalent qualification or experience |  |  |
| GCSE Grade C (or equivalent) in English and maths |  |  |
| Relevant training or qualifications which support expertise in medical / health needs (ie education, social care, police, NHS, Local Authority) |  |  |
| Understanding of relevant policies/codes of practice and awareness of relevant legislation |  |  |
| Other training appropriate to Talbot School (eg first aid training, moving and handling, Team Teach) |  |  |
| Experience/Skills /Knowledge |  |  |
| Understands of principles of child development and learning processes |  |  |
| Able to take an active role in working with a range of external agencies, following policies and protocols |  |  |
| Has a caring positive attitude towards students welfare and is proactive in their approach |  |  |
| Child centred and committed to achieving the best possible outcomes for young people |  |  |
| Can maintain trust and confidentiality where appropriate |  |  |
| Can assist the school in building and maintaining respectful and trusting relationships with a range of people, including parents and carers |  |  |
| Effective use of ICT to write Health Care Plans and support record keeping |  |  |
| Has excellent record keeping skills and attention to detail, in order to produce reports, make minutes of meetings, and document such things as safeguarding concerns, medication administered, first aid records |  |  |
| Has training and skills linked to supporting students with medical needs (eg suction) and a willingness to undertake all further necessary training linked to student medical / health needs |  |  |
| Has experience working with young people of relevant age (11-19) |  |  |
| Experience of working with young people with SEND |  |  |
| Has experience of contributing to staff development / ability to support staff to feel confident in supporting medical needs and putting their training into practice |  |  |
| Has awareness of Local and National agencies that provide support for children and their families |  |  |
| Has sufficient practical and organisational skills to contribute to the preparation and management of medical and first aid resources and equipment |  |  |
| Good numeracy, and literacy skills |  |  |
| Commitment to continuing professional development (including taking personal responsibility for this) and actively seeks feedback and learning opportunities |  |  |
| Commitment to working with colleagues constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |  |  |

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| **Professional Attributes** |  |  |
| Has an understanding, awareness and empathy for the needs of the students within school and how these could be met |  |  |
| Has excellent written and oral communication skills |  |  |
| Professionally demonstrates, promotes and encourages effective staff and student well-being at all times |  |  |
| Can take timely and effective action where required |  |  |
| Resilient, flexible, positive solution focussed approach and the ability to remain calm in difficult situations |  |  |
| Can work under pressure and prioritise effectively |  |  |
| Is committed to equality and inclusion |  |  |
| A passion and enthusiasm for working with young people with SEND |  |  |
| Commitment to school’s aims and values |  |  |
| An understanding of and commitment to, positive behaviour support ethos |  |  |
| Ability to manage own time, prioritise tasks and proven organisational skills |  |  |
| Capacity to motivate, inspire and challenge our students, self and others |  |  |
| A commitment to safeguarding and promoting the welfare of our students |  |  |
| **Work related circumstances** |  |  |
| The flexibility to meet the full range of job requirements |  |  |
| Able to travel to offsite provisions, meetings and events |  |  |
| Can allocate some contractual time to the whole of, or part of, staff training days when appropriate |  |  |
| Health, physical and emotional capacity for the role |  |  |
| Can maintain personal presentation that sets high standards for the students |  |  |