



<b>Job Title:</b>	<b>Teaching and Care Assistant 1:1</b>
<b>Hours of work:</b>	<b>32.5 hours per week, term time only plus 5 training days</b>
<b>Salary:</b>	<b>TA3</b>
<b>Actual salary:</b>	<b>£20,371 - £23,935, plus SNA £1150 (£1491 per annum pro rata)</b>
<b>Reporting to:</b>	<b>Deputy Head/SENDCo</b>

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

### **Main purpose**

An opportunity has arisen to recruit a Grade 3 Teaching Assistant to work with another member of staff in supporting a Year 7 student with complex medical needs. The role involves providing nursing and personal care alongside supporting the student in all curriculum areas and ensuring safe mobility around the school site. The successful candidate will undergo training if needed in a variety of clinical areas such as gastrostomy feeding, and skin care using a competency based framework. You will receive continued support in the role. This is a fixed-term post which may end July 2030.

You will need to have appropriate levels of literacy, numeracy and communication skills necessary to carry out the role. Experience of working with children who have complex health problems would be beneficial but not essential. A driving licence is desirable as travel to the student's home may be required.

### **Duties and responsibilities**

- Primarily you will support this student to access and respond to teaching and learning and to work with and support subject teachers in facilitating the inclusion of this young person
- Ensure that the student's medical needs are addressed and that the treatment given follows all guidelines and agreed plans. These will include:
  - assisting with the personal care of the student including bathroom management, dressing and undressing etc
  - assist with skin care management
  - changing and application of bandages as per personal needs during the school day
  - assist in all the physical management needs of the student including their safe positioning and physical management
  - assist with the administering of medicines

- assist with specific feeding or invasive medical procedures under supervision and according to the school's policies and procedures
  - assist with the identification and monitoring of the student's general medical, health and welfare needs
- Liaise with and have daily contact with parents. Ensure any updates or information is shared between home and school
  - Work with individuals, small groups and the whole class on occasion (either in class, in the wider school environment or off site)
  - Have an understanding of the curriculum, the assessment framework and the next steps (short and longer term) for a student in the class with complex additional needs
  - Take a collective responsibility to ensure that risks are identified and managed and that this child is cared for both in terms of wellbeing, emotionally and physically
  - Support with the location/creation of resources and learning materials including individual resources and materials
  - Use technology to support the student's learning
  - Support communication by the use of alternative technology as assessed by the school or outside professionals
  - Liaise with external agencies and professionals during visits to school
  - General supervision duties, including counselling and supporting the behaviour management of the student, within the school's agreed policies

## **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out the role for example, you will be expected to undertake training in skin care at Birmingham Children's Hospital, complete a first aid course, be trained in giving a gastrostomy feed and undertake regular moving and handling training
- Take an active interest in your own professional development and seek to develop your knowledge and skills in all required areas but also develop a specialism(s) that match current school priorities

## **Notes:**

The above is a summary, but not an exhaustive list of the job role and the role would be adapted depending on the suitability of the candidate. The post is subject to a 6 month probationary period.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Signed:.....

Date: .....