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| THE PARTNERSHIP TRUST **JOB DESCRIPTION**  |
| **Name:**  | **Grade:** |
| **Post Title:**  Carer/ Personal Assistant and Teaching Assistant  1:1 support for pupil with Dravet’s Syndrome within school and home setting |
| **Responsible to:**  Classroom Teacher / Head of School |
| Date: September 2021  |

# 1. JOB PURPOSE

To work under the guidance of teaching/senior staff as a carer/ PA for an individual student within the home or school environment. Within the 1:1 role the Carer/PA will support one pupil in all aspects of the school day and when needed due to illness in the home environment. Where possible this will involve support to include the child in whole class work and group work and be involved in all aspects of school life.

## 2. MAIN DUTIES AND RESPONSIBILITIES

## Support for Pupils

1. Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, and first aid and welfare matters, as appropriate.
2. Supervise and support pupils’ ensuring their safety and access to learning.
3. Assist with the development and implementation of Individual Education/Behaviour Plans and personal care programmes.
4. Establish constructive working relationships with pupils, acting as a role model and setting high expectations.
5. Promote the inclusion and acceptance of all pupils.
6. Support pupils consistently whilst recognising and responding to their individual needs.
7. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
8. Set challenging and demanding expectations and promote self-esteem and independence.
9. Employ strategies to recognise and reward achievement of self-reliance.
10. Provide feedback to pupils in relation to progress and achievement.

#### Support for Teacher

1. Work with the teacher to establish an appropriate learning environment.
2. Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
3. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
4. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
5. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
6. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
7. Provide general clerical/administration support e.g. administer coursework; produce worksheets for agreed activities etc.

#### Support at home for education and Personal Assistant (Please read in conjunction with individual Care Plan)

1. To support in the home whilst pupil is too unwell to attend School due to lifelong condition of Dravet’s Syndrome, an epileptic syndrome characterised by uncontrolled and unpredictable seizures and learning difficulties.
2. To support with learning activities linked with activities being taught at school at a pace to meet the needs of current medical condition. For example reading, stickers, writing, puzzles fine motor skills & speech and language activities. Activities to be provided by school in conjunction with
3. To support pupils gross motor skills by movement around the house to aid coordination
4. Support and assistance with all personal hygiene needs documented in care plan including incontinence needs
5. Support to administer medication as and when required
6. Support with eating and drinking when required
7. To record administration of all medication

#### Support for the School

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
5. Attend and participate in regular meetings, as required.
6. Participate in training and other learning activities and performance development, as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
9. Undertake planned supervision of pupils’ out of normal lesson times, including lunchtimes, as appropriate.
10. Supervise pupils on visits, trips and out of school activities, as appropriate.
11. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
12. To undertake other relevant duties allocated at the discretion of the classroom teacher, Head of School or other designated supervisor.

**3. QUALIFICATIONS AND EXPERIENCE**

**Essential**

Broad range of qualifications will be considered

Ability to effectively use ICT to support learning and use of other equipment

Qualifications to support in role of personal assistant

To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

You must be able to drive and have a full clean driving license

**4. PHYSICAL EFFORT**

The post holder will be expected to undertake bending, stretching and lifting in the course of their duties e.g.

* the moving & handling of non-ambulant pupils to assist them to access the curriculum & having regard to manual handling regulations
* dealing with the personal welfare & hygiene of incontinent pupils, (age 3-19 years) involving moving & handling & occasionally the use of hoists.
* pushing wheelchairs
* to operate hoists after appropriate training
* to manually adjust furniture such as chairs, tables etc. in order for non-ambulant pupils to access the curriculum
* to provide daily mobility programmes for non-ambulant pupils, this will require a lot of bending, stretching & in some cases lifting, having regard to manual handling regulations
* to assist where necessary pupils in walking & standing frames
* to assist pupils in the swimming pool, this will involve physical demands on the adult to ensure pupil safety & mobility programmes being carried out in a very warm environment
* to regularly assist pupils in the minibus transport. Requiring the adult to bend, stretch & in some instances lift, clamping wheelchairs in & out
* to use physical effort for controlled intervention, subject to school policy
* the special needs of pupils may present emotional & physical demands not common to mainstream schools

**5. WORKING ENVIRONMENT**

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal. In addition the post holder will be involved with caring and nursing, within school and Home, eg extensive feeding & toileting and giving regular medication and carrying out invasive medical techniques (with training) such as:

* feeding through gastrostomy, nasogastric tubes
* use of nebulisers
* oxygen administration
* administration of rectal medication

**6. GENERAL**

1. The post holder will be expected to undertake any appropriate training provided by the School to assist them in carrying out any of the above duties.
2. The post holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
3. The post holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
4. This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
5. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service (DBS) Certificate is required for this post prior to commencement