

## **Personal Care Assistant**

### **Job Description**

**Grade 2**

#### **Purpose of the Post**

To attend to the personal/hygiene needs of the students. Promoting the independence of students.

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

#### **Key Areas**

##### **Support for Students**

- To maintain and develop high standards of personal care under the direction of the identified line management structure within the college.
- To assist with the supervision and feeding of students (including individual feeding programmes of students) during the lunchtime period.
- To act as an escort to students on educational visits.
- To attend to the personal care/hygiene needs of students (this includes daily washing and the sluicing of soiled clothing).
- To maintain students' independence and respect at all times.
- To liaise with home in order to ensure all necessary resources are supplied e.g., hygiene pads / sanitary wipes.
- The post holder will be working in a school environment and may be required to escort students on educational visits/activities.

##### **Support for the College**

- To contribute to the overall ethos, work and aims of the college.
- To follow whole school safeguarding and health and safety procedures.
- To contribute to the overall development of the school and its young people by attending and contributing to staff meetings and in-service training/courses where appropriate.

**Responsible to:** Class Teacher/Tutor

**Employee Supervision:** None

**Responsibility for physical or financial resources:** None

**Physical demands**

This post requires physical effort on a daily basis whilst supervising students, i.e., walking, bending, stooping, feeding and using equipment appropriately.

<b>Experience, Knowledge, Skills and Qualifications:</b>		
<b>E = Essential</b>	<b>D = Desirable</b>	
<b>Experience</b>		
1. Relevant experience of working with young people in a school or similar setting.		E
2. Experience of working with children/young adults with a range of disabilities.		E
3. The ability to lift manually and with any hoist equipment provided (after training).		E
4. The ability to feed and supervise young people (after training).		E
5. The ability to undertake personal care/hygiene tasks with young people.		E
6. The ability to maintain accurate records and give clear information when asked by parents/carers/service users.		E
<b>Knowledge</b>		
1. Working knowledge of relevant safeguarding, equality, health and Safety policies, codes of practice and legislation.		E
<b>Skills</b>		
1. The ability to work as part of a committed team.		E
2. The ability to work to deadlines, be able to follow guidelines and know when to seek advice.		E
3. The ability to actively engage students and the confidence to work on and off site with young people/students who have disabilities.		E
4. Excellent communication skills both orally and in written format, with a range of parties both internal and external.		E
5. The ability to liaise effectively with line management and to be able to follow instructions.		E
6. The ability to read and understand Policies and Procedures and be able to follow these effectively.		E
7. The ability to actively participate in new and challenging situations.		E
8. Must be able to give clear and accurate information when asked by carers, relatives and service users.		E
9. The ability to deal with demanding situations/challenging behaviour.		E
<b>Qualifications</b>		
1. GCSE English/Maths/ grade A to C or equivalent.		E
2. Level 3 qualification.		E
3. Level 4 qualification.		D
4. Specific training in relevant strategies/interventions.		D
5. Commitment to all CPD offered.		E

### **Behaviours and expectations**

All staff members are expected to adhere to and promote professional standards including the Trust and College's code of conduct and values.

#### **General**

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Senior Leadership Team and develop and promote high standards of professional conduct throughout the school and the wider Trust community.

You will be expected to perform your duties in line with the College's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through college communications.

You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services.

You will be expected to travel throughout the borough and wider area and will, therefore, have access to a vehicle with appropriate Business Insurance. There may be a requirement to transport students from time to time, subject to appropriate risk assessments being in place.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, College and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

### **Standard Duties in all Trust Job Descriptions**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

### **Method of Working**

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

### **Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

### **DBS Certificate**

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

**June 2023**