

## PENRYN COLLEGE

### Job Description and Person Specification

<b>Job title:</b>	Personal Care Assistant
<b>Grade:</b>	D £18,427 - £18,627 pro rata (Actual salary £13,903 - £14,053)
<b>Responsible to:</b>	SENCo/Assistant SENCo, SEN Administrator
<b>Direct supervisory responsibility:</b>	None
<b>Indirect supervisory responsibility:</b>	None
<b>Important Functional Relationships:</b>	SENCo, Assistant SENCo, ARB HLTA, ARB staff, teachers, pupils, support staff, parents, external multi-agency professionals

#### Main purpose of the job

To attend to the needs of pupils; this will primarily include their personal care, physical mobility and eating/drinking needs. To work across the school as part of a staff team and support pupils in a way that respects their dignity and self-respect, and promotes independence. To help in the day-to-day running of the establishment, working alongside pupils in a non-discriminatory way.

#### Duties and responsibilities:

- 1) To work as a member of a team and support other members of staff.
- 2) To support the ARB team with the all personal care needs of pupils.
- 3) To support pupils in both the ARB and mainstream with their mobility needs, where appropriate, under the guidance of the teacher and multi-disciplinary teams.
- 4) To provide practical help with the use and care of specialist equipment used by individual pupils.
- 5) To support the ARB team with the eating and drinking needs of individual pupils.
- 6) To support and encourage pupils in their daily activities as stated in their personal care plans and other guidance provided by teachers and other involved professionals and to treat pupils with care, respect and dignity at all times.
- 7) To attend to the physical and medical needs of pupils requiring specialist care, for example assisting with one-to-one feeding, administering medication etc.

- 8) To meet the mobility needs of pupil/s assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.
- 9) To meet the needs of incontinent pupils.
- 10) To encourage acceptance and inclusion of all pupils.
- 11) To complete records for individual pupils relating to their personal needs.
- 12) To take part in discussions and attend reviews as required.
- 13) To attend staff meetings and school-based INSET as required.
- 14) To undertake safeguarding Tier 2 training and to be aware of and work in accordance with the school's Safeguarding and child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- 15) To remain aware of and work within all relevant school working practices, policies and procedures.
- 16) To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- 17) To maintain confidentiality of information acquired in the course of undertaking duties for the School.
- 18) To be responsible for own continuing self-development, undertaking training as appropriate.
- 19) To undertake any other relevant duties appropriate to the grading of the post as required and as directed by the SENCo/Assistant SENCo/ARB HLTA.

Prepared by: HR Manager, Penryn College

Date: July 2022

## PERSON SPECIFICATION

**Job Title:** Personal Care Assistant

**Person specification prepared by:** HR Manager, Penryn College

**Date:** July 2022

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	Previous experience of working with children or adults with healthcare/mobility or disabilities.	Previous experience of working with children.	Application form. Interview.
<b><u>Education &amp; Training</u></b>	Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude.  Good levels of literacy and numeracy.		Application form. Interview.
<b><u>Special Knowledge &amp; Skills</u></b>	Knowledge and experience in moving and handling.  Has an understanding of safeguarding issues relating to disabled children.  Has an acceptance of different attitudes and is comfortable with children and young people.  Good organisational and communication skills.	Knowledge of a range of issues relevant to education and child development.  Good ICT skills.	Interview.
<b><u>Any Additional Factors</u></b>	Able to prioritise between different demands.  Self-motivated and able to work constructively, and with minimum supervision, as part of a team.  An interest in children and education.  Has a positive outlook and a patient & friendly approach.  Is courteous and professional at all times.  Is honest, reliable and discreet.  Has an excellent attendance record.  Displays a sound understanding of - and commitment to - the protection and safeguarding of children and young people.  Can demonstrate an interest in working with children who require a high level of personal care.		Application Form. Interview.