



Reports To: Principal/Head of School

Why	<p>Job Summary</p> <ul style="list-style-type: none"> The general duties will be to assist pupils with their day to day personal care needs and to work alongside other professional staff to further pupils' personal independence skills 	
What	<p>Main Responsibilities</p> <ul style="list-style-type: none"> Working as part of a team in the development of personal care programmes for pupils. Assisting pupils in implementing their own personal care programmes at home and during the school day, specifically in relation to practical support for: <ul style="list-style-type: none"> personal hygiene – including nappy changing toileting and continence training o eating and drinking Provide practical assistance in relation to other identified physical needs e.g. transportation, dressing, grooming, meal times, organisation of learning equipment. Keeping records related to personal care in conjunction with the appropriate teacher/teaching assistant. Maintenance and cleaning of personal care equipment and materials, clothing etc. Maintenance of toiletry supplies. Provide personal assistance to identified pupil/pupils in physical/practical activities e.g. physical education, cookery, school visits, therapeutic treatments organised by the academy etc. Participate in staff meetings, in-service training and courses. Work in co-operation with other keyworkers involved in supporting the pupil's educational and health care needs under the guidance of the Class Teacher, SENCO, learning assistant. To carry out First Aid duties as and when required. Work within the framework of the academy's agreed policies and procedures. Undertake any other duties within the scope of the role. 	
How	<p><u>Competencies</u></p>	<p><u>Personal Attributes</u> (level expected when job is conducted to the required standard)</p>
	<p>Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i></p>	<p>Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.</p> <p>Know how to recognise potential child abuse or neglect and follow safeguarding procedures.</p> <p>Motivates others to take responsibility for their own health and safety.</p> <p>Participate effectively as a member of a team, fostering positive relationships.</p> <p>Efficient and methodical, monitors and attends to detail; checks for errors.</p>
	<p>Development <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i></p>	<p>Undertake appropriate professional development to secure progress in your career.</p> <p>Developing practice ensures effective professional contribution across the department.</p>
	<p>Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	<p>Developing supervision skills and provides informal leadership / direction.</p> <p>Consults at the start and as appropriate throughout the activity and within the team.</p> <p>Willing to accept responsibility for own activities and those of the team.</p>
	<p>Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i></p>	<p>Involved in setting tasks.</p> <p>Makes short term (daily, weekly) considered plans.</p> <p>Conscientious in adhering to deadlines and perseveres to achieve project tasks.</p>
	<p>Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	<p>Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding.</p> <p>Presents information in a structured and logical way and uses a variety of communication techniques. Taking account of the needs of the audience.</p>
	<p>Problem Solving/Decision Making <i>Able to identify a potential problem,</i></p>	<p>Reasons logically and focuses upon solving the problem. Building upon previous experience.</p> <p>Initiates joint decision making within own team.</p>

	<i>propose and assess solutions and decide upon a course of action.</i>	Knows how to report, record and pass on information.	
		Deals with 'task' problems within own team.	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	Essential Experience of working in the care profession Desirable Educated up to GCSE grade C level in both English and mathematics NVQ Level 2 Health & Social Care or above Experience of working in an educational environment	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.