Post title: **Personal Care Assistant**

Line manager/s: Class Teacher/Senior Leadership Team

Main purpose of the job:

To work under the instruction/guidance of teaching/senior support staff to provide care and support programmes to children with special educational needs that ensure pupils' wellbeing, comfort and dignity.

Key duties and responsibilities

Responsible to the Class Teacher and Senior Leadership Team for providing support to pupils, the Class Teacher, the curriculum and school.

Support for Pupils

- To support the welfare, health and safety of pupils at designated times.
- To assist pupils in their basic personal care needs, including changing nappies or continence pads, hygiene and feeding. Feeding may be oral or enteral.
- Manual handling pupils daily to meet personal and postural care needs
- To manage dysregulated pupils, challenge inappropriate behaviour and to provide pupils with boundaries of acceptable behaviour.
- To identify any causes of concern displayed by pupils and to report these to the class teacher/safeguarding lead where appropriate.
- Establish constructive relationships with pupils and interact with them according to their individual needs.
- To promote and foster good relationships between pupils through their engagement in play and games activities.
- Promote the inclusion and acceptance of all pupils.

Support for Teacher

- The general tidying of classrooms eg cleaning and rearranging of items of equipment/furniture after regular use or on a periodic basis, replacing and stacking stock, mounting displays etc.
- Establish constructive relationships with parents and carers.
- Provide clerical and administration support e.g. photocopying, typing, filing, collecting money.

- To participate/assist in the water during swimming/pool sessions, where required

Support for the School

- To oversee the cleanliness of dining areas eg clean up spillages and ensure hygiene of eating areas
- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- There is an expectation that all members of staff will participate in INSET and training activities to continue their own professional development and to enhance their role within school.

Other Duties

- Other such reasonable duties as determined and delegated by the Class Teacher, Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder
- To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	A good basic education and willingness and ability to obtain qualifications and training for the development of the post	•	
	GCSE Grade C or above in Maths and English		•
	First Aid Certificate		•
	Gastrostomy Training		•
Experience	Experience of working with children and young people with Special Educational Needs and Disabilities	•	
	Experience of working in a school environment		•
Thinking Ability	A passion for working with children and young people with Special Educational Needs	•	
	Hold high expectations for children and young people's learning and achievement	•	
	An understanding of relevant policies and awareness of relevant legislation		•
	Basic numeracy and literacy skills	•	
	Awareness of the need to maintain confidentiality	•	
Personal Effectiveness	Good communication skills	•	
	Good interpersonal skills	•	
	A team player with a collaborative approach	•	
	A calm, pleasant and sympathetic manner	•	
	Flexible, patient, caring		•
General	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	An understanding of and commitment to equal opportunities	•	
	No serious health problems that will likely impair or impact on job performance.	•	
	Good attendance record in current employment (not including absences resulting from a disability)	•	

	Essential	Desirable