

THE CLARE SCHOOL
JOB DESCRIPTION
PERSONAL AND PHYSICAL SUPPORT ASSISTANT
Scale Point C

NAME:

1. PURPOSE AND SCOPE

Under the direction/instruction of senior staff: to support the physical/general welfare and care needs of pupils/students.

2. ORGANISATIONAL RELATIONSHIPS

2.1 Responsible to the Head Teacher, Assistant Head Teacher or Support Staff Lead on a daily basis.

2.2 Liaise with teachers and other support staff and appreciate/support the role of other professionals, such as the Medical Assistants.

3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

3.1 Assist pupils with reduced continence control, toileting, cleaning, changing, ensuring that the pupils are comfortable and treated with dignity at all times.

3.2 Assist pupils with their postural management such as walking, standing frames, Acheeva Beds and physio routines.

3.3 Assist pupils with their feeding and drinking, including Gastrostomy feeding, adhering to the school training procedures on feeding complex pupils in line with the Speech & language therapist guidelines.

3.4 Promote personal independence where possible e.g. in toileting, physical movement, feeding and personal hygiene.

3.5 Under agreed school procedures, assist with programmes of special care such as physiotherapy, toilet-training, feeding and swimming, under the direction of the appropriate specialist.

3.6 Monitor and record physio routines daily and personal care. Give completed sheet to Support Staff Lead at the end of every week.

3.7 Ensure that equipment is in place, clean and in good working order, reporting any shortages or faults.

3.8 Under the guidance of the Medical Assistants assist in the administration of pupil medication where necessary.

3.9 Establish good relationships with pupils/students, acting as a role model and being aware of and responding appropriately to individual needs.

3.10 Liaise with Form Teachers in supporting and reporting on pupil independence and physical targets.

3.11 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.

3.12 Record progress and feedback to class teacher and parents where necessary.

4. SPECIFIC WHOLE SCHOOL RESPONSIBILITIES

(As negotiated through the Performance Management System)

This job description will be reviewed annually and after consultation with the post holder may be amended or modified at any time according to the needs of the school. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

5. SKILLS, KNOWLEDGE, EXPERIENCE, COMPETENCIES, QUALIFICATIONS

4.1 Empathy with children

4.2 Ability to provide intimate care in a careful and sensitive way, maintaining pupil dignity at all times

4.3 Able to communicate with children and adults

4.4 Knowledge of school standards and procedures

4.5 Knowledge of health and safety regulations within a school environment, Basic Health and Safety Training, plus awareness of how to obtain information on children's allergies or asthma, etc and how to use epipens, etc.

4.6 Flexibility

4.7 Approachability

PLEASE NOTE:

The duties and responsibilities may vary to meet the changing demands of the school at the reasonable direction of the Headteacher in consultation with the post holder. In any event the Headteacher reserves the right to review and amend the job description.

This job description does not form part of the contract of employment.
It describes the way the post holder is expected and required to perform to complete
the particular duties as set out above.

Signed..... Headteacher

Date.....

Signed..... Post Holder

Date.....