



Job Description

Job Title: Health Care Assistant

Location: Outwood Academy Ormesby

Reporting to: Inclusion Co-ordinator

Grade: Grade D

Overall purpose of the post:

- Assisting in the domestic care and general welfare of students in respect of personal hygiene programmes and at meal times, using specialist equipment where necessary
- Supporting in the Bridge and PLC as directed

Main duties and responsibilities:

- To ensure that identified students are taken to the toilet / hygiene room to have their personal care needs met
- To give non-discriminatory care and support that values the diverse and unique qualities of each student seeing the whole person and not merely their care needs
- To follow the instructions of the care and support plans of each individual student
- To rigorously follow academy procedures and policy in relation to changing, hygiene, lifting and medicine
- To safely use specialist equipment, beds and hoists in accordance with the general training/guidelines provided and in line with individual care plans
- To ensure that the maintenance of student dignity is paramount at all times
- To build positive relationships with students, staff and other professionals within academy
- To report any changes or causes for concern to your line manager immediately and be clear about when to seek help and advice in order to keep students safe and promote their well-being
- To be responsible for the care and cleanliness of the hygiene rooms, equipment, apparatus and materials as required
- To assist with break time duties
- To complete allocated tasks at lunchtime in relation to supporting students with eating and drinking and care of the dining environment.
- To assist as required with the setting up and clearing away the dining hall
- To assist as required with general academy domestic tasks
- To ensure medicines are managed and dispensed according to policy and individual care plans
- To attend to first aid in accordance with relevant training and policy

- To take part and attend meetings and training as required. This will potentially be sometimes outside of your normal working hours
- To be responsible for the completion of and the keeping up to date of specialist training
- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns
- To comply with the academy's policies and procedures at all times
- To act as Fire Warden and/or First Aider as directed by the Principal
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.

Safeguarding:

- The Academy is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification
- All posts in a academy are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process

This job description may be subject to change, following consultation between the post holder and the academy.