



# Job Description

**Job Title:** Health Care Assistant

**Reporting to:** Inclusion Coordinator

**Grade:** 5

## Overall purpose of the post:

Assist in the domestic care and general welfare of pupils in respect of personal hygiene programmes and at meal times, using specialist equipment where necessary.

Support in the Bridge and PLC as directed.

## Main duties and responsibilities:

- Ensure that identified pupils are taken to the toilet/hygiene room to have their personal care needs met;
- 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;
- Follow the instructions of the care and support plans of each individual student;
- Rigorously follow academy procedures and policy in relation to changing, hygiene, lifting and medicine;
- Safely use specialist equipment, beds and hoists in accordance with the general training/guidelines provided and in line with individual care plans;
- Ensure that the maintenance of pupil dignity is paramount at all times;
- Build positive relationships with pupils, staff and other professionals within the academy;
- Report any changes or causes for concern to line manager immediately and be clear about when to seek help and advice in order to keep pupils 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 be responsible for the care and cleanliness of specialist class chairs;
- Work in the hydrotherapy pool as directed to assist pupils in getting changed and showered prior to going into the pool.
- Assist with the hoisting of pupils in and out of the hydrotherapy pool;
- Shower pupils and get them changed following hydrotherapy sessions;
- Escort pupils to physiotherapy and other appointments as required;
- Assist with break time duties;
- Complete allocated tasks at lunchtime in relation to supporting pupils with eating and drinking and care of the dining environment including carrying gastrostomy tube feeding;
- Assist as required with the setting up and clearing away the dining hall;

- Assist as required with general academy domestic tasks;
- Ensure medicines are managed and dispensed according to policy and individual care plans;
- Attend to first aid in accordance with relevant training and policy;
- Take part and attend meetings and training as required, potentially sometimes outside of normal working hours;
- To be responsible for the completion of and the keeping up to date of specialist training.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation were applicable
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation as directed by the Inclusion Coordinator.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals.

**Internal:** Students, staff, governors, parents and any other visitors to the academy.

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