

Post Title: Health Care Assistant

Establishment: Outwood Grange Academy

Reporting to: Inclusion Co-ordinator

Overall purpose of the post:

- Assisting in the domestic care and general welfare of pupils 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:

1. To ensure that identified pupils are taken to the toilet / hygiene room to have their personal care needs met
2. To give non-discriminatory care and support that values the diverse and unique qualities of each pupil seeing the whole person and not merely their care needs
3. To follow the instructions of the care and support plans of each individual pupil
4. To rigorously follow academy procedures and policy in relation to changing, hygiene, lifting and medicine
5. To safely use specialist equipment, beds and hoists in accordance with the general training/guidelines provided and in line with individual care plans
6. To ensure that the maintenance of pupil dignity is paramount at all times
7. To build positive relationships with pupils, staff and other professionals within academy
8. 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 pupils safe and promote their well-being
9. To be responsible for the care and cleanliness of the hygiene rooms, equipment, apparatus and materials as required
10. To be responsible for the care and cleanliness of specialist class chairs
11. To work in the hydrotherapy pool as directed to assist pupils in getting changed and showered prior to going into the pool
12. To assist with the hoisting of pupils in and out of the hydrotherapy pool
13. To shower pupils and get them changed following hydrotherapy sessions
14. To escort pupils to physiotherapy and other appointments as required
15. To assist with break time duties
16. To complete allocated tasks at lunchtime in relation to supporting pupils with eating and drinking and care of the dining environment including carrying out gastrostomy tube feeding
17. To assist as required with the setting up and clearing away the dining hall
18. To assist as required with general academy domestic tasks
19. To ensure medicines are managed and dispensed according to policy and individual care plans
20. To attend to first aid in accordance with relevant training and policy

21. To take part and attend meetings and training as required. This will potentially be sometimes outside of your normal working hours
22. To be responsible for the completion of and the keeping up to date of specialist training
23. Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
24. Respecting confidential issues linked to home/students/teacher/Academy work
25. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns
26. To comply with the academy's policies and procedures at all times
27. To act as Fire Warden and/or First Aider as directed by the Principal
28. 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 and external agency professionals.

Internal: Students, staff, Governors, 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 an 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.