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| **Role** | **Grade** | **Reports to** |
| Healthcare Assistant | Grade 3 | Headteacher |

**Main purpose of the job**

To provide support and care for the day-to-day needs (including medical needs) of individual pupil(s) under the direction of healthcare professionals and school staff.

To support teaching and other staff in assisting the delivery of the curriculum and other learning processes, in direct contact with pupils.

**Key relationships**

Main contacts of the job include the school nursing team, Senior Leadership team, class teachers, teaching assistants, pupils and parents/carers.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities:**

**For identified pupil(s), be responsible for the supervision, care and implementation of their healthcare and education plan**

* To always adhere to the personalised plan of care for each child, keeping clear and accurate records, and adhere to school policies.
* Provide help with dietary needs, medication administration, mobility and personal care.
* Perform basic medical checks after appropriate training and sign off, such as monitoring a student’s blood sugar levels and temperature.
* Prepare and administer food and medication through a gastrostomy tube or orally according to appropriate plans.
* Support with complex medical needs of pupils including catheterisation, tracheostomy care etc.
* To ensure that all equipment is in good working order at the beginning of each day and left clean and ready to use at the end of each day.

**Effective communication and engagement with students, their families and carers and other professionals.**

* Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate.
* Know when to refer information to line manager in line with school policies.
* Maintain accurate records where required and ensure training is up to date.
* Listen to concerns; recognise and take account of signs of change in attitudes and behaviour
* To attend school staff meetings and to make a full and active contribution to the school through regular duties and willingness to attend residentials, to participate in sports events and extra-curricular activities.
* To contribute to the future development of the school and partnership

**Safeguarding and promoting the welfare of the child**

* Promote and sustain a suitable environment in which the child feels safe and comfortable.  
  Work within the framework of school policies.
* Undergo appropriate training and be passed as competent before carrying out any care intervention.
* Assist with the supervision of groups and individual students as required.
* Always maintain personal and professional boundaries.
* Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so

**Child Development**

* Take part in appropriate trips to support the children with school.
* Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to students.
* Assist in the implementation of appropriate behaviour management strategies.
* Know how to interact with children in ways that support the development of their ability to think and learn

**Multi-agency Working**

* Know the value and expertise you bring to a team and that brought by your colleagues.
* Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

**Sharing Information**

* Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.
* Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
* Understand the importance of sharing information, how it can help and the dangers of not doing so.
* Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

**Administration/Other**

* Prepare and keep clean materials and undertake minor clerical duties.
* Participate in the school’s performance management process.
* Participate in training and other learning activities and performance development as required.

**Health & Safety**

Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

The role will involve the postholder carrying out the above duties both on the school site and within designated partnership schools.

**Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement **https://prospere.org.uk**
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
* Promote and act in accordance with the Code of Conduct and key policies including the Trust’s Health and Safety Policy, Equality Policy and Data Protection Policy
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
* Demonstrate a commitment to continuous professional development and support the Performance Management process
* Attend Trust and school events as required and make a positive contribution during such events
* Attend regular meetings before and after Trust hours, including morning briefings
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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| **Person Specification** | **Essential/ Desirable** | **Assessment stage** |
| **Qualifications** | | |
| GCSE level C/4 in English & Maths or equivalent, sound literacy and numeracy skills. | Essential | Application |
| Relevant Healthcare/medical qualifications | Desirable | Application |
| **Knowledge and Experience** | | |
| Experience appropriate to working with children in a healthcare or  educational setting | Essential | Application |
| Experience of working with children/young people with SEN | Desirable | Application, Interview |
| Experience of assisting with health and medical routines  of pupils | Desirable | Application, Interview |
| Good understanding of child development and learning processes | Desirable | Application, Interview |
| Experience administering of medication orally/inhaled/via gastrostomy and supplies management. | Essential | Application, Interview |
| Ability to communicate clearly and sensitively with children, young people and adults, individually and in groups | Essential | Application, Interview |
| Basic IT skills | Essential | Application, Interview |
| Physically fit and able due to manual handling of assisting students, pushing wheelchairs etc. | Essential | Application, Interview |
| **Behaviours and Values** | | |
| Willingness to work in other schools supporting pupils with complex needs | Essential | Application |
| Demonstrate empathy, patience and sensitivity to the needs of individual students | Essential | Application |
| Demonstrate tact and professionalism being respectful and friendly at all times. | Essential | Application |
| Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations | Essential | Application |
| To demonstrate a commitment to continuing professional development through regular and relevant personal training and development activities | Essential | Application, Selection Task |
| Personal commitment to continuous service improvement and development of improved working practices, in conjunction with relevant senior leader | Essential | Interview |
| Demonstrates a collaborative, team working approach focused on solutions, improvement and supporting the vision, values and objectives of the organisation | Essential | Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | Essential | Application, Interview |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills | Essential | Interview |
| To be flexible and able to adapt and prioritise appropriately | Essential | Interview |
| Willing and able to travel between schools within the Greater Manchester area, and to flex working hours occasionally if required | Essential | Application, Interview |