

JOB DESCRIPTION

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| Job Title: | Pupil Healthcare Assistant |
| Reports to: | Class Teacher |
| Grade: | KR4 £21,389 to £22,493 (depending on experience) gross per annum pro-rata Plus £1,422 SEN allowance gross per annum |
| Hours: | 32.5 hours (08.45– 15.45, Monday – Friday, 39 weeks) |
| Job Type: | Fixed Term with pupil placement |



PURPOSE OF JOB:

To provide 1:1 care of the day-to-day needs of individual pupil(s) under the Class Teacher, Leaders of Learning, and Senior Leadership Team. This will also be in conjunction with healthcare professionals, nurses etc. To support teaching and other staff in assisting the delivery of the curriculum and other learning processes, in direct contact with pupils.

PRINCIPAL ACCOUNTABILITIES:

For an identified pupil, be responsible for the supervision, care and implementation of their healthcare and education plan

- To adhere at all times to the personalised plan of care for each child, and to school policies.
- To work in line with handling plans and HCPs as well as EHCP and any other personalised documentation for pupils.
- Provide help with dietary needs, medication administration, mobility and personal care including supporting bathroom visits.
- Perform basic medical checks, such as monitoring a student's blood sugar levels and temperature.
- Prepare and administer food and medication through a gastrostomy tube or orally.
- Support with complex medical needs.
- 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.
- To support with manual handling of assisting students, pushing wheelchairs etc.

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.
- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.

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.
- Maintain personal and professional boundaries at all times.

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- 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 child 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.

PERSONAL ATTRIBUTES:

- A positive attitude to all aspects of work
- To be adaptable and flexible

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- To demonstrate a desire to do your very best and to want to improve yourself
 - To show dignity and respect for everyone
 - To be self- assured and independent
 - To act in a professional manner
 - To use initiative
 - To demonstrate accountability for all your actions

Note:

Your duties will initially be as set out in the job description but this could be amended from time to time to reflect the changes in or to your role

All offers and placements are subject to satisfactory references, safeguarding and occupational health checks.

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PERSON SPECIFICATION

| | Essential | Desirable |
|---|------------------|------------------|
| TRAINING & QUALIFICATIONS: | | |
| English and Maths GCSE or equivalent grade C/4 or above (original certificates must be brought to interview) | ✓ | |
| Healthcare / Medical qualifications | ✓ | |
| Basic first aid qualification | | ✓ |
| Evidence of attending training to develop own skills | ✓ | |
| EXPERIENCE | | |
| Experience of assisting with health and medical routines of pupils | ✓ | |
| Experience appropriate to working with children in an educational setting | | ✓ |
| Experience of working in a class based environment with SEN pupils | | ✓ |
| Experience of working effectively with children with challenging behaviour | | ✓ |
| Preparation of meals and gastrostomy tube feeding | | ✓ |
| PROFESSIONAL KNOWLEDGE & UNDERSTANDING: | | |
| Experience with children / young people with Additional Educational Needs | ✓ | |
| Able to use IT for their own needs and to develop children's learning | | ✓ |
| PERSONAL SKILLS & ABILITIES: | | |
| Excellent sense of fun, humour and enjoyment of life | ✓ | |
| Able to build and manage relationships constructively with a wide range of pupils, adults and professionals | ✓ | |
| Personal organisation skills in order to meet the many and varied elements of the role | ✓ | |
| Able to work as a member of a team | ✓ | |
| OTHER REQUIREMENTS: | | |
| Application forms must be completed in full – dates & grades of qualifications are essential | ✓ | |
| Supporting letters should be clear and concise and relate to the | ✓ | |

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person specification and job description

Underpinned by an overall philosophy / understanding of special education ✓

The interview will explore candidates' ability to perform the duties of the post as well as:

- Safeguarding and promoting the welfare of children
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children / young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

If shortlisted, any relevant issues arising from references will also be discussed further at interview.

Note:

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