

HORIZONS SPECIALIST ACADEMY TRUST

POST TITLE:	CARE ASSISTANT
GRADE:	D
REPORTS TO:	Class Teacher
RESPONSIBLE FOR:	Support for the personal and practical care of students who have a wide range of learning difficulties

MAIN PURPOSE

To work under the guidance of classroom teachers and learning support staff within an agreed system of supervision to implement agreed programmes of personal hygiene and care. To work with individual students in and out of the classroom giving personal and practical assistance ensuring a caring and safe environment.

JOB PROFILE

SUPPORT FOR THE STUDENT

- Use specialist skills/training/experience to support students with their personal care and hygiene
- Work as part of a team in the development of personal care programmes for students
- Assist students in implementing their own personal care programme specifically in relation to practical support for:
 - Personal hygiene
 - Toileting and changing
 - Dressing
- Assist in the delivery of feeding programmes.
- Provide practical assistance in relation to other identified physical needs:
 - Transporting to and from classrooms
 - Moving students in and out wheelchairs, standing frames etc. using the appropriate equipment
 - Using hoists and moving equipment when necessary
- Provide personal assistance to students in physical/practical activities e.g. P.E, rebound, cookery, lunchtime activities, school outings.
- Ensure all items involved in personal care of students are appropriately cleaned and stored.
- Establish good working relationships with students, acting as a role model and

being aware of and responding to individual needs.

- Promote the inclusion and acceptance of all students inside and outside of the classroom
- Supervise and support students consistently whilst recognising and responding to their individual personal needs and ensuring their safety
- Encourage students to interact with others and engage in activities led by the teacher.
- Support and supervise students during the break and lunchtime periods
- Deal with minor first aid incidents following appropriate procedures for recording and reporting

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Be aware of any student problems and report any concerns to the teacher where appropriate
- Keep records related to personal care in conjunction with the appropriate teacher
- Promote good student behaviour, dealing promptly with conflict and incidents and reporting any difficulties as appropriate
- Gather and report information from and to parents/carers as directed.

SUPPORT FOR THE CURRICULUM

- Support students with sensory learning activities/programmes as directed by the classroom teacher
- Prepare and maintain equipment/resources as direct by the classroom teacher and assist students in their use
- Organise the cleaning of play and sensory equipment.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with Trust policies and procedures relating to child protection, health & safety, confidentiality, data protection, staff code of conduct, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the Trust.
- Attend and participate in regular meetings where appropriate
- Participate in training and other learning activities as required

- Accompany teaching staff and students on visits and trips and out of school activities as required
- Demonstrate and promote commitment to Equal Opportunities
- Any other duties which may reasonably be regarded as within the nature of the duties and grade of the post.

HORIZONS SPECIALIST ACADEMY TRUST ABBEY HILL ACADEMY		
Person Specification		
Care Assistant		
Category	Essential	Desirable
Qualifications/Training	Willingness to participate in relevant training and development opportunities appropriate to the role.	NVQ in child care or similar discipline appropriate to the post. Lifting and handling training. Safer person handling training. Full driving licence MIDAS accreditation for mini-bus driving Sign language Basic First Aid training.
Experience	Experience of supporting children or adults within a care or school setting. Experience of working with children or adults who have special educational needs and/or physical disabilities.	Experience of working with and or caring for young people within an education/school setting.
Skills/Knowledge	Ability to relate well to young people with special educational needs and build effective working relationships. Ability to work effectively within a team environment. Ability to manage behaviour of children in a positive and supportive manner.	An understanding of classroom roles and responsibilities. A broad understanding of child development.