


Job Description		
<b>Title</b> <b>PERSONAL CARE ASSISTANT</b> <b>Grade 2 scp 9 - 13</b>	<b>School:</b> <b>Fountaindale Specialist Provision School</b> <b>Nottingham Road</b> <b>Mansfield</b> <b>Nottinghamshire</b> <b>NG18 5BA</b>	<b>Post Ref</b> <b>Add Ref</b> <b>Profile Learning</b> <b>Support 7</b>
<b>Job Purpose</b> To assist pupils with their day to day personal care needs and to work alongside other professional staff to further pupils' independence skills.		
<b>Key Responsibilities</b>  <ol style="list-style-type: none"><li>1. Working as part of a team in the development of personal care programmes for pupils.</li><li>2. Assisting pupils in implementing their own personal care programmes during the school day, specifically in relation to practical support for :<ul style="list-style-type: none"><li>• Personal hygiene</li><li>• Toileting and continence training</li><li>• Eating and drinking</li></ul></li><li>3. Providing practical assistance in relation to other identified physical needs e.g. transportation, dressing, meal times, organisation of learning equipment</li><li>4. Keeping records related to personal care in conjunction with the appropriate teacher/other officer</li><li>5. Maintaining and cleaning personal care equipment and materials, clothing etc. Maintenance of toiletry supplies</li><li>6. Providing personal assistance to identified pupil/pupils in physical/practical activities e.g. physical education, cookery, school visits, therapeutic treatments organised by the school etc.</li><li>7. Working in cooperation with other key workers involved in supporting the pupils' educational and health care needs under the guidance of the class teacher or other responsible officer</li></ol> <b>General Responsibilities</b> <ol style="list-style-type: none"><li>8. Work within the framework of the school's agreed policies and procedures</li><li>9. Participate in staff meetings, in-service training and courses.</li><li>10. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions</li></ol>		



<b>Person Specification</b>	
<b>Education and Knowledge</b>  Knowledge of procedures to provide personal care and support to children and young people; Ability to record any observations etc as required.	<b>Personal skills and general competencies</b>  Basic literacy and numeracy skills Ability to work under pressure and manage workload Empathy Ability to work as part of a team Engagement with training and professional development opportunities Understand and demonstrate the need for safeguarding Respect and support confidentiality
<b>Experience</b>  Experience working in school or care setting supporting complex physical and medical needs.	