

WARRINGTON BOROUGH COUNCIL

JOB DESCRIPTION

DEPARTMENT/SCHOOL: FOX WOOD SCHOOL

POST TITLE: HEALTH CARE ASSISTANT
GRADE: Grade 4 SCP 6 Term Time
Monday to Friday 8.30 am to 3.30 pm £19,027

REPORTS TO: HEADTEACHER

MAIN PURPOSE

To provide care and support for pupils at Fox Wood School, carry out delegated tasks at agreed competency level, and develop skills in caring for children and young people with complex medical conditions, acute illness and long term conditions.

JOB PROFILE

DUTIES AND REponsibilities:

- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction and communication.
- Respond to the individual needs of pupils following care and therapy plans, implement and take part in the monitoring and evaluation of care and therapy plans.
- Promote inclusion and acceptance of all pupils.
- Ensure that comfort, safety and dignity is upheld for all pupils.
- Promote self-esteem and independence wherever possible.
- Provide care at the point of delivery in accordance with agreed competencies, policies and guidelines, recognising own limitations and seeking supervision and support as necessary.
- Provide accurate care updates to key personnel as required (including the Class Team, School Leaders, Nursing Team and Parents) and report any concerns or signs of deterioration promptly.
- Assist pupils in the performance of activities of daily living, including those that require intimate care, in line with school policies and procedures.
- Manage own workload and communicate openly regarding any concerns relating to this, ensuring that you are prioritising delivering care effectively, whilst identifying and managing any risks to the quality of care provided

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to Safeguarding, Child Protection, Whistle Blowing, Equality, Health, Safety, Security, Confidentiality and Data Protection. Report all concerns to the appropriate person (as named in the policy or procedures concerned).
- Appreciate and support the role of other professionals
- Attend relevant meetings as required

- Engage in training and other learning activities as required, highlighting any areas for continued professional development to School Leaders
- Promote and support good communication links between all agencies and family involved in delivering care to a pupil
- Communicate in a professional manner at all times and ensure clear verbal communication and clear, relevant, factual and concise written documentation is maintained in line with school policies and procedures, and any requests made by key personnel (including the Class Team, School Leaders, Nursing Team and Parents)
- Demonstrate empathy, understanding and belief in the pupils of Fox Wood, and respect for their families
- Actively promote the School's vision and aims to support the school, pupils and families
- Maintain confidentiality of information and ensure safe custody of all records, in line with school policies and procedures
- Be aware of, and participate in, risk assessment for the benefit of pupils, colleagues and self
- Be responsible for reporting any accidents, incidents or complaints as per school policies and procedures
- Be an active team member

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

FOX WOOD SCHOOL

HEALTH CARE ASSISTANT

Person Specification

| | Essential | Desirable |
|---|-------------------------------------|------------|
| 1. Qualifications/training <ul style="list-style-type: none"> A recognised qualification Evidence of continued professional development and willingness to participate in relevant training opportunities | ✓ ✓ | |
| 2. Appearance/health <ul style="list-style-type: none"> Good attendance and time-keeping Physically able to carry out all duties | ✓ ✓ | |
| 3. Experience <ul style="list-style-type: none"> Recent experience of SEND Experience of supporting those with medical needs Interest in SLD/ASD/PMLD pupils Gastrostomy feeding | ✓ ✓ ✓ | ✓ |
| 4. Knowledge, Understanding and Skills <ul style="list-style-type: none"> Understanding of how to communicate with pupils with SLD/ASD/PMLD Computer literate/or an interest in ICT Ability to communicate effectively with pupils, parents and professionals Ability to work effectively within a team environment Ability to carry out delegated tasks at agreed competency level Ability to communicate professionally, accurately and clearly | ✓ ✓ ✓ ✓ | ✓ ✓ |
| 5. Personal Qualities <ul style="list-style-type: none"> Commitment to equal opportunities Flexibility and adaptability Calm and solution focused Sensitive to the needs of pupils and families Sense of humour Commitment to excellence Commitment to wider vision of the school Enthusiastic and self-motivated | ✓ ✓ ✓ ✓ ✓ ✓ ✓ | ✓ |