

## **Healthcare Assistant Job Description**

**Reporting to:** Inclusion Manager  
**Salary Scale:** NJC Grade D2 Point 4-11

### **Purpose of the Role**

- To provide high-quality personal care and support to pupils with special educational needs, ensuring their comfort, dignity, and independence;
- To foster positive, trusting relationships with pupils, promoting their confidence, wellbeing, and engagement in school life.

### **Key Responsibilities**

#### **Personal Care and Support**

- Provide personal care to pupils with special educational needs, including assistance with toileting, changing, and hygiene routines;
- Maintain pupils' dignity, privacy, and comfort at all times while supporting independence wherever possible;
- Provide additional physical support as required, such as help with mobility, manual handling or feeding;
- Ensure personal care areas, equipment, and materials are kept clean, safe, and well maintained;
- Monitor and replenish toileting and hygiene supplies as needed;
- Keep accurate records of care and hygiene routines in collaboration with the class teacher and Inclusion Manager.

#### **Collaboration and Teamwork**

- Work closely with class teachers, support staff, therapists, healthcare services and other professionals to meet pupils' educational, emotional, and physical needs;
- Liaise with parents and carers to maintain consistent care and communication between home and school;
- Contribute to a positive, inclusive environment where all pupils feel safe, respected, and valued.

#### **Behaviour and Wellbeing**

- Promote positive behaviour and emotional regulation in line with school policies;
- Follow individual behaviour and care plans, responding to pupils' needs with empathy and consistency;
- Model respectful, caring behaviour at all times towards pupils, colleagues, families, and visitors.

## **Supervision and Safety**

- Support pupils during playtimes, lunchtimes, and transitions, ensuring their safety and wellbeing;
- Provide first aid or welfare support within your level of training and expertise;
- Report any safeguarding or wellbeing concerns promptly to the Designated Safeguarding Lead (DSL) or Headteacher.

## **Professional Development**

- Participate in training, supervision, and staff meetings as required to enhance skills and knowledge;
- Engage in professional learning opportunities to stay informed about best practice in special educational needs and pupil care;

## **Equality, Inclusion, and Diversity**

- Promote inclusion and equality for all pupils, enabling access to learning and school life as independently as possible;
- Encourage mutual respect and understanding, recognising and celebrating individual differences;
- Contribute to creating a safe, supportive environment where every child can thrive.

## **Other Duties**

- Maintain confidentiality regarding all school matters;
- Support across the whole primary phase (Early Years, Key Stage 1, and Key Stage 2);
- Uphold the school's commitment to safeguarding and child protection, following statutory guidance from Keeping Children Safe in Education.

## **Person Specification**

The person we are looking for must:

- Enjoy working with children and have a desire to make a difference to children's outcomes;
- Have experience of working in care, education or support roles with children or young people with additional needs;
- Show empathy, patience and a genuine passion for supporting young people;
- Be a reliable and positive team player who can adapt to meet individual needs;
- Possess excellent interpersonal skills;
- Ability to work independently or as part of a team.

## **School Organisation**

- Postholder is responsible to the Headteacher and line managed by the Inclusion Manager;
- Postholder has no direct supervisory responsibilities.

## **Financial Accountabilities**

- No direct financial responsibilities.

### **Working Environment**

- The post will be based within the school buildings and site.

Name (Post Holder): \_\_\_\_\_

Signed (Post Holder): \_\_\_\_\_

Date: \_\_\_\_\_

Name (Headteacher): \_\_\_\_\_

Signed (Headteacher): \_\_\_\_\_

Date: \_\_\_\_\_