



## JOB DESCRIPTION & PERSON SPECIFICATION

**SECTION:** Medical / Teaching support      **GRADE:** 4

**JOB TITLE:** Health Care Support Worker      **DATE PREPARED:** June 2026

**REPORTING TO:** SENCO

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating everyone in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Trust's Equal Opportunities in Employment Policy.

**PURPOSE:**  
The Healthcare Support Worker provides comprehensive emotional, physical, and practical care tailored to the needs of designated students. This role involves close supervision both within the Academy and during off-site visits to manage student safety and health risks. Additionally, the post-holder will accompany assigned students in the classroom to safeguard their well-being, ensure their safety, and promote active engagement in learning.

<b>PRINCIPAL ACCOUNTABILITIES:</b>	
<i>Please note decision making must be included within the Principal Accountabilities</i>	
1	To promote and safeguard the welfare of children and young people.
<b>Communication and Information Sharing</b>	
2	To provide and receive routine information requiring tact, reassurance, empathy and persuasive skills demonstrating a safe level of inter-personal skills when managing individuals with medical needs.
3	To be fully aware of the students medical & physical needs and to pass on relevant information to the inter-agency teams, classroom support staff, parents and families where necessary, maintaining confidentiality at all times.
4	To record student information and maintain accurate records of medical plans and daily medical visits of specific students
5	To contribute to individual medical care plans and Personal Emergency Evacuation Plans (PEEP's) for specific students who may have difficulties evacuating the Academy buildings without support or assistance from others.
6	To contribute to medical meetings and reports regarding specific students, working together and sharing information with classroom staff and inter-agency teams to ensure a consistent and safe approach to health care routines.
7	Has full understanding of the School systems for supporting students with health and wellbeing, and knows when to sign post on to the next level of support.

<b>Professional Development and Organisation</b>	
8	To adhere to policies, protocols and guidelines relating to medical & physical support for students.
9	To maintain up to date knowledge, skills and training relevant to the in school medical care needed to support students when carrying out agreed procedures, such as detailed in Individual Health Care Plans.
10	To further develop a knowledge and understanding of relevant legislation and policy as directed by external professionals, including but not limited to: Children's Physiotherapists; Occupational Therapists; Paediatric Neuromuscular Specialists; Respiratory Specialists; Clinical Haemophilia Specialists; Paediatric Epilepsy Nurses; The Community Children's Nursing Team; Children's Oncology Specialists; CAMHS and IPaSS.
<b>Student Care</b>	
12	To attend to the health care needs of specific students, offering some emotional support, administration of medication i.e. asthma pumps, tracheostomy, insulin, daily medication, first aid and the supervision of students at risk or unwell.
13	To provide direct personal care to students i.e. physiotherapy, implementation of clinical tasks including enteral feeds, support with personal hygiene as detailed in Individual Health Care Plans, ensuring a high level of dignity is maintained for the students at all times.
14	To escort students who are at risk because of their health care needs during school visits in the community.
15	To encourage and advise children about health care and facilitate independence skills wherever necessary.
<b>Resource Management</b>	
16	To be responsible for keeping all medical areas tidy, clean and hygienic, ensuring any equipment is correctly used and maintained and exercise a duty of care when using and storing equipment.
17	To adhere to the guidance on safe storage of medication and specialist equipment required for the individual needs of the student/s.
<b>Data Protection</b>	
18	To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same.

<b>Other Responsibilities</b>	
The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Cuthbert's RC Academy Trust, as your employer and you as an employee of the Trust. In addition to the Trust's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Trust's H&S policy.	

<b>General</b>	
The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust, including remotely where necessary.	

**DIMENSIONS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Responsibility for Staff:**

The post has no line management responsibility for staff.

**2. Responsibility for Customers/Clients:**

The post holder has the responsibility for providing care and support for students according to their needs and under the general supervision of their line manager.

**3. Responsibility for Budgets:**

The post holder has no budget responsibility.

**4. Responsibility for Physical Resources:**

The post holder will be responsible for the safe use of equipment and the administration and storage of medication and specialist equipment required for the individual needs of the student/s.

**WORKING RELATIONSHIPS:**

**All sections should be completed – if there aren't any state 'none'**

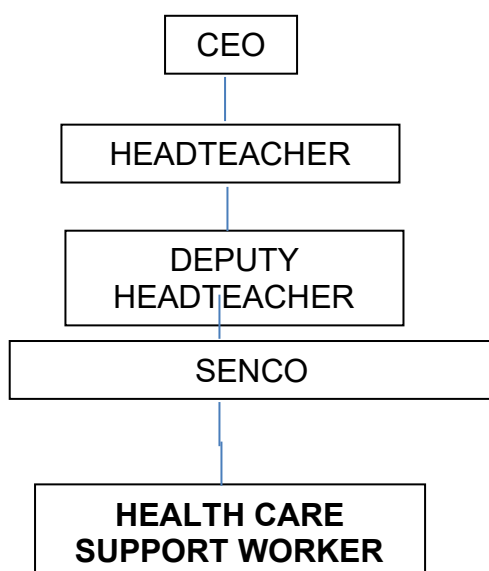
**1. Within Support Department:**

Whole School.

**2. With Any Other School Areas:** Possibly for training and development or when seeking advice for others in school

**3. With External Bodies to the Trust:** In respect of the day to day care of children the post holder will work with parents / carers, and with health professionals.

**ORGANISATION CHART:**



	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			✓				Moving and handling students as per guidance
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).			✓				Health Care takes place in well equipped hygiene rooms.
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.				✓			Attending to clinical and personal health care needs of students.

PERSON SPECIFICATION		Tick relevant column	List code/s*
<b>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</b> <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable
		How identified	
<b>1.</b>	<b>Qualifications:</b>		
	5 GCSE including Maths and English, Grade C or above (or equivalent)	✓	CQ, AF, I
	Safeguarding Level 1 (to be completed on appointment)	✓	CQ/AF
	First Aid (if not already qualified, to be completed on appointment)		✓ CQ/AF
	Moving and Handling Qualification (if not already qualified, to be completed on appointment)		✓ CQ, AF, I
<b>2.</b>	<b>Relevant Experience:</b>		
	The post holder must have experience within a school/academy/care setting.	✓	AF, R
	Experience of working with or caring for children of relevant age	✓	AF/I/ R
	Have proven experience of risk management including contributing to the writing of risk assessments.		✓ AF, I, R
	Have proven experience of Moving and Handling people.		✓ AF, I, R
	Experience of recording information and keeping confidential records.	✓	AF, I, R
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>		
	Motivated to work with children and young people.	✓	AF, I
	To be able to form and maintain appropriate relationships and personal boundaries with children and young people.	✓	I, R
	To be able to successfully monitor and assess situations and to take appropriate action quickly and effectively in line with departmental policies and procedures.	✓	AF, I
	To be able to maintain accurate, detailed and up-to-date pupil records.	✓	AF, I, R
	To be able to work as an effective team member.	✓	AF, R, I
	To be able to follow instructions and guidance from line managers.	✓	I, R
	To be able to maintain complete confidentiality and discretion at all times.	✓	AF, I, R
	To be able to work under own initiative, showing good prioritisation, time management and organisation skills and a strong sense of self discipline.	✓	AF, I, R
	To be able to discuss at an appropriate level with the child/young person to find out and agree how to best meet their care needs within the agreed care programme.	✓	I
	To be able to respond calmly, quickly and effectively to emergency situations. To maintain a high level of practice whilst working in a pressurised environment and to be mentally alert and flexible.	✓	AF, R, I
	To be able to work within rigorous legislative and departmental framework whilst being able to use professional skills, experience and knowledge to ensure students health, safety and wellbeing at all times.	✓	AF, R, I

PERSON SPECIFICATION		Tick relevant column		List code/s*
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	To be able to work with the most vulnerable students responding to their physical health and medical needs.	✓		AF, R, I
	To be computer literate, particularly in the use of Microsoft office	✓		AF, I, R
<b>4.</b>	<b>Knowledge:</b>			
	Have a good knowledge of and commitment to safeguarding and promoting the welfare of children, young people.	✓		AF, I
	Have a good knowledge and awareness of a range of social care and health care support needs of children with disabilities and additional needs	✓		AF, I, R
	Have a basic knowledge and good awareness of health and safety requirements in a school / care setting.	✓		AF, I
<b>5.</b>	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Have the ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and their family/carer.	✓		AF, R, I
	Have the ability to liaise and communicate confidently, clearly and effectively in order to give and provide clear and concise information, to receive instructions and to resolve issues or concerns.	✓		AF, I
	To have the communication/interpersonal skills and composure required to diffuse a situation if needed i.e. objectionable behaviour, emergency situation.	✓		AF, I, R
	<b>Written Skills</b>			
	Will have the necessary level of written communication and literacy skills to enable them to contribute to reports, pupil records, risk assessments, care plans and to respond to emails in accordance with school policies and procedures.	✓		AF, I, R
<b>8.</b>	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure from the Disclosure and Barring Services.	X	N/A	DBS Enhanced Disclosure