

JOB DESCRIPTION



CARE SUPPORT ASSISTANT

Responsible to: Residential Education Provision Manager/Class Teacher

Main purpose: To support students in both formal and informal learning environments during the extended school day to meet the students physical, learning and social needs.

Duties and responsibilities:

1. Support students within the learning and / or residential environments in order to promote each student's intellectual, physical, social, emotional and spiritual development and to promote a caring environment by providing a high standard of care including toileting, washing, bathing and mealtime assistance.
2. Attend specific training and undertake the preparation and administration of medication and gastro feeds.
3. Enable students to participate in a range of activities in line with the 'Preparing for Adulthood' framework.
4. Safely manage students who require medical interventions and be clear on emergency procedures including the completion of risk assessments.
5. Ensure that communication with students, staff and other departments is effective and contributes to securing efficiency and high standards of care and personal development for students within a learning and residential environment.
6. Be aware of and implement students' care support plans and to assist the students in the development of their independence outcomes within the individualised programme.
7. The role will include a substantial amount of moving and handling and moving and handling procedures have to be adhered to at all times in accordance with training provided to keep students and staff safe.
8. Study towards the completion of the Residential Childcare Level 3 Diploma, if applicable. This may include some study outside working hours.
9. Maintain high standards of safety and observe good practice in relation to health and safety and safeguarding in all issues and report any concerns to line management a Designated Safeguarding Lead (DSL).
10. Pro-actively observe and comply with all school policies and procedures including those relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
11. Be aware and integrate in own practice the principles of Keeping Children Safe in Education.
12. Appropriately use the recording and reporting processes whenever appropriate.
13. Maintain a flexible "can do" approach.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out. This job description may be amended at any time in consultation with the postholder.

This role involves contact with and responsibility for children and young people and will be engaged in regulated activity. The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against DBS.

PERSON SPECIFICATION



CARE SUPPORT ASSISTANT

The following outlines the criteria for this post.

Applicants should describe in their application how they meet the criteria.

Requirement : Essential (E) / Desirable (D)

Qualifications:

- Competent in Maths, English and ICT (E)
- GCSE (or equivalent) in English and Maths Grade 5/C or above (D)
- Level 3 Diploma in Residential Childcare or equivalent (D)
- Knowledge of safeguarding including Keeping Children Safe in Education (D)

Experience:

- Work in a school or residential setting (D)
- Demonstrate a working understanding of current theory and practice in relation to learning, care and support for young people who have special educational needs (D)

Skills/Attributes:

- Physically capable of safely moving, handling, and supporting children and young people with physical disabilities in a range of educational and residential activities. (E)
- Committed to professional development, including a willingness to work towards and complete the Level 3 Diploma in Residential Childcare, if applicable. (E)
- Willing to undertake specialist training, including the setup of gastrostomy feeds and the preparation and administration of medication, as required. (E)
- Demonstrates enthusiasm, resilience, integrity and conscientiousness in all aspects of work. (E)
- Excellent written and verbal communication skills with the ability to build and maintain effective professional relationships with colleagues, parents/carers and students. (E)
- Patient, respectful and supportive, with an understanding of appropriate professional boundaries. (E)
- Promotes and upholds fundamental British values, including democracy, mutual respect and tolerance. (E)
- Takes responsibility for own learning and development, demonstrating accountability for actions and quality of work. (E)
- Resilient, positive, and adaptable, able to respond effectively to changing situations or challenges.
- Seeks guidance appropriately and is confident to challenge or report malpractice in line with safeguarding and organisational procedures.