

Personal Care Assistant (TA1)

School	Firwood High School
Job Title	Teaching Assistant Level 1
Grade	Grade D (Scale Point 6-11)
Primary Purpose of the Job	To work with and supervise individuals and groups of students under the direction/instruction of teaching &/or senior staff, inclusive of physical and general care and basic classroom management techniques.
Responsible to	Head of School and Senior Leadership Team
Principal Responsibilities	Primarily to provide support for students with a particular focus on student's feeding, intimate care and mobility needs. In addition support the class teacher, curriculum and the school.

MAIN DUTIES

1 Support for Students

- Establishing good working relationships with students, acting as a role model
- Being aware of and respond appropriately to individual student needs
- Promoting inclusion and acceptance of all students
- Encouraging students to interact with others and engage in activities led by the teacher
- Encouraging students to act independently, as appropriate, including:
 - Assisting students to eat their lunch, including tube feeding in accordance with training provided.
 - Toileting and changing students including appropriate use of equipment to assist with moving and handling in line with guidance and training received.
 - Supporting the implementation of physiotherapy and hydrotherapy programmes.
- Supervising students during mid-day break and being aware of individual behavioural strategies.
- Supporting students who become ill during the day, under the direction of the class and medical team

2 **Support for Teachers**

- If circumstances arise you may be asked to provide minimal clerical/administration support (e.g. photocopying, filing, collecting money etc)
- Assisting with the display of student's learning
- Preparing areas of school for activity and clear afterwards
- Reporting student achievements, progress and issues as appropriate in agreed format
- Undertaking student record keeping as requested
- Managing student behaviour in line with school policy and ensure reports are made in agreed school format
- Gathering/reporting basic information from/to parents/carers as directed

3 **Support for the Curriculum**

- Assist students by meeting care, intimate care and mobility needs under the direction and guidance of other professionals
- Prepare and maintain equipment and resources as directed, including cleaning specialist seating, standing frames and other supportive equipment, doing laundry, etc.
- Implementation of sensory diets where highlighted on student plan
- Creating resources for teaching and learning.

4 **Support for the School**

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Contribute to the school ethos, aims and development/improvement plans
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of students out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and students on visits, trips and out of school activities as required, including hydrotherapy where students need supporting in the water.

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.

Date Job Description prepared/updated

September 2023

Job Description prepared by

Dawn Evans

PERSON SPECIFICATION

Department : Firwood High School

Job Title: Teaching Assistant Level 1 (Personal Care Assistant)

STAGE ONE: Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1. Skills and Knowledge		
1.1	Ability to work effectively within a team environment, understanding classroom roles and responsibilities	Application Form/Interview
1.2	Ability to build effective working relationships with all students and colleagues	Application Form/Interview
1.3	Ability to promote a positive ethos and role model positive attributes	Application Form/Interview
1.4	Good personal numeracy and literacy skills	Assessment
1.5	Awareness and basic understanding of school curriculum (within specified age range of subject area)	Application Form/Interview
1.6	Understanding of basic technology – computer, video, photocopier	Application Form/Assessment
1.7	Experience of working with &/or caring for children (within specified age range) Experience of working with children with disabilities is a desirable but not essential requirement for this post	Application Form/Interview
1.8	Customer Care – Listen and respond to the needs of individual students, their families as part of a multi disciplinary team	Application Form/Interview
1.9	Valuing Diversity – Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview

1.10	Developing Self and Others – Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others	Application Form/Interview
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2. Experience/Qualifications/Training etc		
2.1	Requirement to complete relevant training e.g. Moving and Handling, Team Teach physical intervention	Interview
2.2	Willingness to participate in other relevant training and development opportunities	Interview
3. Work Related Circumstances – Professional Values & Practices		
3.1	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form & Interview
3.2	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form & Interview
3.3	Demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work	Application Form & Interview
3.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form & Interview
3.5	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	Application Form & Interview
3.6	Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form & Interview

STAGE TWO **Will only be used in the event of a large number of applicants meeting the minimum essential requirements**

ADDITIONAL REQUIREMENTS		METHOD OF ASSESSMENT
1. Skills and Knowledge		
1.1	Basic awareness of inclusion, especially within a school setting	Application Form
1.2	Experience of working with &/or caring with children (within a specified age range) within an education setting	Application Form
2. Experience/Qualifications/Training etc		
2.1	Willingness to undertake appointed person certificate in First Aid	Interview
Note to Applicants: Please try to show in your application form, how best you meet these requirements		

Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.