

## Job Description

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| <b>Job Title</b>      | Healthcare Assistant                                                                                                                                                                                         |
| <b>Grade/Salary</b>   | Grade G, point 8-13                                                                                                                                                                                          |
| <b>Hours</b>          | 37 hours per week, 39 weeks per year<br>(term time plus 5 inset days)<br><br>Monday: 8.30am-4.30pm<br>Tuesday: 8.30am-4.30pm<br>Wednesday: 8.30am-5.00pm<br>Thursday: 8.30am-4.30pm<br>Friday: 8.30am-3.30pm |
| <b>Responsible to</b> | Deputy Headteacher                                                                                                                                                                                           |

### Core Responsibilities

- To have oversight of the medical and care needs of the students of Daventry Hill School under direction of healthcare professionals, the school's nurse and Deputy Headteacher.
  - To liaise with medical professionals to ensure care plans are up to date for children in school
  - To ensure that all medical equipment is in good working order at the beginning of each day and left clean and ready to use at the end of each day.
  - Keep up to date records of medication in school, including consent forms from parents.
  - Ensure staff are aware of the medical needs of students in their class.
- For identified students, be responsible for the supervision, care and implementation of their healthcare and education plan
  - To adhere at all times to the personalised plan of care for each child, and to school policies.
  - Provide help with dietary needs, medication administration, mobility and personal care.
  - Perform basic medical checks, such as monitoring a student's blood sugar levels and temperature.
  - Prepare and administer food and medication through a gastrostomy tube or orally, with appropriate training.
  - Support with complex medical needs, including personal care and toileting.
- Have effective communication and engagement with students, their families and carers and other professionals



- Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate.
  - Know when to refer information to line manager in line with school policies.
  - Maintain accurate records where required.
  - Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.
  - Liaise with parents regarding any medical needs.
- Safeguard and promote the welfare of the child
  - Promote and sustain a suitable environment in which the child feels safe and comfortable.
  - Work within the framework of school policies.
  - Undergo appropriate training and be passed as competent before carrying out any care intervention.
  - Assist with the supervision of groups and individual students as required.
  - Maintain personal and professional boundaries at all times.
  - Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.
- Support the development of the child
  - Take part in appropriate trips to support the child with school.
  - Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to students.
  - Assist in the implementation of appropriate behaviour management strategies when working with children.
  - Know how to interact with children in ways that support the development of their ability to think and learn.
- Work effectively as a team member and with Multi-agencies
  - Know the value and expertise you bring to a team and that brought by your colleagues.
  - Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.
  - Liaise with school nursing team as needed to update health care plans and training needs
- Share information with staff, families and professionals as required
  - Provide feedback, as requested, to the class teacher or other appropriate person to support the medical needs of students.
  - Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
  - Understand the importance of sharing information, how it can help and the dangers of not doing so.



- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.
- Undertake effective administration and other activities to support the medical and welfare of the students and perform the role effectively
  - Prepare and keep clean materials and undertake minor clerical duties.
  - Participate in the school's performance management process.
  - Participate in training and other learning activities and performance development as required.
  - Ensure medical room is kept clean and tidy and medication is stored securely and clearly.
  - Ensure health care plans are shared with class teams and updated when needed.
  - Ensure meetings and actions are documented.

Follow effective Health & safety and First aid procedures.

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- Administer first aid to staff and students as needed.
- Ensure appropriate levels of first aid and medical equipment

All staff may be asked to attend relevant training sessions; these take place on Mondays and Wednesdays between 3:30pm and 4:30pm. Appropriate notice of required attendance will be given.

The post holder may be asked to complete other such duties as may be appropriate to achieve the objectives of the post to assist the school achieve its targets and fulfilment of objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The post holder must, at all times, carry out his/her responsibilities with due regard to school policy, organisation and arrangements under Health and Safety at Work and equal opportunities.

It is a requirement of this post that utmost confidentiality can be demonstrated at all times.

***Creating Tomorrow Multi Academy Trust is committed to safeguarding children, promoting the welfare of all pupils and expects all staff and volunteers to share this commitment. Enhanced clearance from the Disclosure and Barring Service will be undertaken for the successful candidate.***