



**ENDSLEIGH
HOLY CHILD**

VC ACADEMY

JOB DESCRIPTION & PERSON SPECIFICATION

SECTION: SEN **GRADE:** 4

JOB TITLE: Primary Personal Health Care Assistant **DATE PREPARED:** July 2025

REPORTING TO: SENCO

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all customers and colleagues 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 Personal Health Care Assistant is responsible for providing health care support, including physical and practical support, to named primary pupil with personal healthcare need. The Primary Personal Health Care Assistant is to support the named child within the classroom and during unstructured times. This is a 1:1 role. There is also a requirement to support the named pupil with personal health care needs on school trips and visits.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

1	To promote and safeguard the welfare of children and young people.
2	Supports the educational needs of the child as required.
3	Undertakes educational tasks to support children, commensurate with the job description and person specification, as directed by the leadership team.
Communication and Collaboration	
4	This role is a privileged role, with access to personal and confidential information; confidentiality must be maintained at all times.
5	Under the general supervision of the SENCO and/or Class Teacher be fully aware of the pupil/pupil's personal health care needs in order to support them at regular intervals over the course of the day.
6	Working with school staff, health care professionals, and families to ensure children's needs are met.
7	To record student information and maintain accurate records of medical plans.
8	To contribute the pupil's needs (in terms of access to learning) to medical meetings and reports, working together and sharing information with classroom staff and inter-agency teams to ensure a consistent and safe approach to health care routines.
9	Has full understanding of the school systems for supporting pupils with health and wellbeing, and knows when to sign post on to the next level of support.

Professional Development and Organisation	
10	To adhere to policies, protocols and guidelines relating to personal and health care support for pupils.
11	To maintain up to date knowledge, skills and training relevant to the in-school personal and health care needed to support pupils when carrying out agreed procedures, such as detailed relevant care on Individual Health Care Plans.
12	To develop a knowledge and understanding of relevant legislation and policy as directed by external professionals in relation to the child's needs.
Pupil Personal Health Care	
12	To assist with toileting, cleaning, dressing and feeding (including tracheostomy feeding support).
13	To administer medication i.e. asthma pumps, insulin, daily medication, first aid and the supervision of specific pupils who have personal health care needs.
14	To provide direct personal care to students i.e. Tracheostomy as detailed in Individual Health Care Plans, ensuring a high level of dignity is maintained for the students at all times.
15	To accompany students who are at risk because of their health care needs during school visits and trips.
16	To encourage and advise children about personal and health care and facilitate independence skills wherever appropriate.
Resource Management	
17	To be responsible for communicating with parent and school regarding any resources needs to support the child in accessing education. Ensuring any equipment is correctly used and maintained and exercise a duty of care when using and storing equipment.
18	To be responsible for management and safe storage of medication including checking when medication is out of date and liaising with parents about supplies.
Data Protection	
19	To work with due regard to confidentiality and the principles of General Data Protection Regulations (GDPR), encouraging others to do the same.

Health and Safety
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.

General
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 pupils 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:

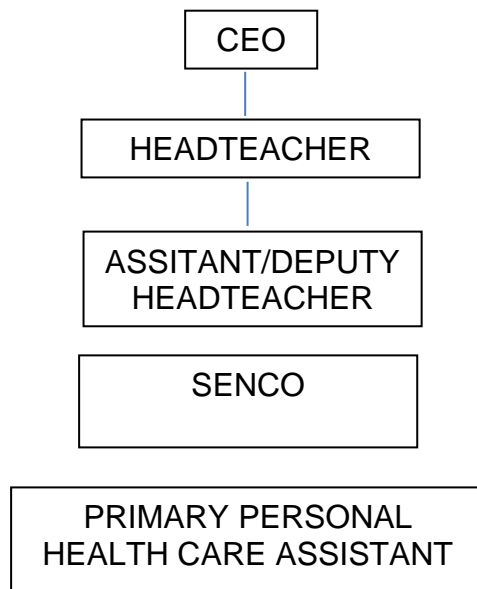
The post holder will be responsible for the safe storage and use of equipment and the administration and storage of medication.

WORKING RELATIONSHIPS:

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

1. **Within the school** - All staff.
2. **With Any Other Trust Areas:** Possibly for training and development or when seeking advice.
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 (if required).

ORGANISATION CHART:



	Tick relevant level for each category					Supporting Information (if applicable)	
	Not applicable	Low	Moderate	High	Very High		Intense
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		✓					
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day environment).			✓				Attending to specific personal health care needs of the named student.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day environment.			✓				

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>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.</p> <p>*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</p>		Essential	Desirable	How identified
		1.	Qualifications:	
	GCSE Maths and English, Grade C or above (or equivalent in literacy and numeracy skills)	✓		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
	NVQ in relevant childcare/care work or healthcare		✓	CQ/AF
2.	Relevant Experience:			
	The post holder must have experience within a school/academy/care setting.	✓		AF, I, R
	Experience and confidence in tracheostomy feeding support is desirable, however, training upon appointment is mandatory for this role.		✓	AF/I
	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
	Experience of recording information and keeping confidential records.		✓	AF, I, R
3.	Skills (including thinking challenge/mental demands):			
	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 policies and procedures and the needs of the child.	✓		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 manager, Headteacher.	✓		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 if working in a pressurised situation and to be mentally alert and flexible.	✓		AF, R, I
	To be able to work with the most vulnerable students responding to their physical, personal health needs.	✓		AF, R, I

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>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.</p> <p><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></p>		Essential	Desirable	How identified
	To be computer literate, particularly in the use of Microsoft Office 365 and MS Teams.	✓		AF, I, R
4.	Knowledge:			
	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 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
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	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
	Written Skills			
	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
8.	Disclosure of Criminal Record:			
	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