

# JOB DESCRIPTION



## HEALTHCARE ASSISTANT (ONE-TO-ONE)

**Responsible to:** Nurse Manager

**Main purpose:** Provide one-to-one support and high-quality care during the school day with key students with medical needs including tracheostomy, diabetes and other complex medical needs.

Be flexible and adaptable to support other students with complex medical needs in the absence of the key student and work very closely with the nursing and physiotherapy team

### **Duties and responsibilities:**

- Build a relationship with the key student to help manage their needs and feel confident and safe at school.
- As the responsible member of staff within the classroom for the student and use invasive techniques such as tracheostomy suction and perform other tasks to ensure their tracheostomy remains safe when required (for tracheostomy student).
- As the responsible member of staff within the classroom for the student and to utilise their diabetic equipment to monitor their levels and ensure they remain stable and safe within school (for diabetic student).
- Support students within the learning environments to promote the key student's intellectual, physical, social, emotional and spiritual development.
- Promote a caring environment with the provision of a high standard of personal care including mealtime assistance. The role will include a substantial amount of moving and handling.
- Support access to the curriculum and social activities.
- Be aware of and implement students' care plans and assist the student in the development of 'Skills of Success' as targeted within their individualised programme.
- 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.
- Be aware of and pro-actively observe all school policies.
- If applicable, study towards the completion of the Level 3 Diploma for Specialist Support for Teaching and Learning which will include some study outside working hours.
- Maintain high standards and good practice in relation to health, safety and safeguarding in all issues reporting any concerns to line management and a Designated Safeguarding Lead (DSL).
- Pro-actively observe and comply with all school policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data

protection reporting all concerns to an appropriate person integrating the principles of Keeping Children Safe in Education in practice.

- Appropriately use the recording and reporting processes whenever appropriate.
- To 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 post. It is not a comprehensive list of all tasks that the postholder will carry out and 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.