



The Fernwood School

High Achievement with Care & Discipline for All

Learning Support Team

Roles & Responsibilities

Job Description:

Specialist Care Assistant (L3)

Adopted:



Specialist Care Assistant – Job description

Post Title: Specialist Care Assistant

Location: The Fernwood School, Mainstream Secondary School

Hours: Full-time 37 hours per week -Term time only

Contract Type: Permanent

Salary:

Reporting relationship:

Specialist care assistants will be a member of a multi discipline team under the supervision of the SENDCO and assistant SENDCO.

Job Summary:

We are seeking a dedicated and skilled 1:1 Specialist Care Assistant to provide holistic, personalised support for a range of students with physical needs, ensuring they can access a broad and balanced curriculum and participate fully in school life. The postholder will deliver specialist physical-care routines, mobility assistance, intimate care, and differentiated learning interventions. They will work closely with teaching staff, therapists, and the study support team to ensure the student's needs are met. The role combines the responsibilities of a Teaching Assistant with the specialist-care duties required for children with significant physical impairments.

Key Responsibilities:

Specialist Physical Care & Personal Support

Provide daily physical-care routines, including:

- Assistance with mobility around school (wheelchair support, walking aids).
- Use of specialist equipment such as hoists or standing frames (training provided).
- Support with eating and drinking as required, including PEG feeding.
- Assistance with toileting, intimate care, (training provided)
- Specialist Physical Care & Personal Support
- Follow moving and handling guidance to ensure safe practice at all times.
- Support the student's physical-development programmes across KS3 and KS4, liaising with relevant professionals.
- Maintain the student's dignity, comfort, and well-being in all aspects of care

Teaching & Learning Support

- Provide in-class support to students, ensuring they have access to the curriculum and can engage fully in lessons.
 - Seek to enable students to become more independent learners.
 - Contribute to raising standards of achievement for all students.
 - Help to identify and reduce barriers to learning.
 - Help keep the students on task and build motivation.
 - Model good practice.



- Deliver small group or 1:1 interventions for students who need additional help to achieve academic success.
- Act as a keyworker for a small group of students, providing consistent support, monitoring progress, and liaising with teachers, parents, and other staff to ensure the students' needs are met.
- Assist students with personal, social, and emotional development, fostering a positive and inclusive learning environment.
- Help manage classroom behaviour in line with school policies and provide support during group activities.
- Support whole school duties within study support and around school.
- Work with students with special educational needs (SEN), developing pupil passports and adapting teaching strategies where appropriate.
- Attend and participate in school meetings, planning sessions, and staff CPD sessions to improve practice and keep up-to-date with educational developments.
- Maintain confidential records and documentation for the students you support, reporting on their progress and needs as required.
- Liaise with parents / carers as appropriate.
- Make a positive contribution to the wider life of the school.

Essential Skills and Qualifications:

The post holder is required to be an appropriately skilled and qualified professional with strong communication and literacy skills to support in lessons, plan collaboratively with teachers and deliver scripted interventions. They will make a significant contribution to progress across the curriculum for students with identified SEND.

- 5+ GCSE grade Cs or equivalent (including Maths and English)
- The ability to use ICT skills to advance learning.
- The ability to promote high standards of literacy, articulacy and the correct use of standard English
- Experience working with children or young people in a school setting (preferred but not essential).
- A genuine passion for supporting students and making a positive difference to their education and well-being.
- Strong communication and interpersonal skills to work effectively with students, staff, and parents.
- Ability to be patient, flexible, and adaptable in a variety of situations.
- Strong organizational skills and the ability to manage multiple priorities.
- A proactive approach to problem-solving and supporting students' individual learning needs.
- A willingness to participate in staff CPD to enhance professional development.

Desirable Skills and Qualifications:

- A relevant qualification such as a Level 1 or above Teaching Assistant qualification or equivalent.
- Experience working with students with SEN or additional learning needs.
- Understanding of behaviour management strategies and experience applying them in a classroom setting.