



STEPHEN HAWKING SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

Education Care Assistant

Grade:	Scale 3	Hours:	26.25 hours per week, term time 9-3pm (39 weeks per year)
Responsible to:	Executive Head teacher/Head of School	Manages:	N/A

Our Vision: "To inspire and empower our pupils and our community to be ambitious, fearless and successful."

Purpose of the Job

To provide both Health and Education support for (SLD & PMLD) pupils in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.

Main Activities and Responsibilities

Working directly to the Head Teacher (in conjunction with line manager), the Education Care Assistant will:

1. Feed children orally, or via gastrostomy and jejunotomy adhering rigorously to the training and guidance provided.
2. Liaise closely with the School Nurses to ensure that children in the school who require enteral feeding are fed appropriately and safely.
3. Undertake and maintain training and competencies regarding the tube feeding of individual pupils following guidelines set by the School Nurses.
4. Take responsibility to ensure training is up to date.
5. Pass on any health concerns regarding a child to the Head Teacher and Community Children's nurse both orally and in writing.
6. Support school staff in the care of pupils undertaking any medical support required within the limits of the training provided.
7. Administer medication outside of children's care plans to pupils as required.
8. Support school staff in the toileting of pupils across the school.
9. Liaise with parents where required under the supervision of senior staff.
10. Ensure parents are notified when additional equipment for their child/ren's feed are required.
11. Ensure parents are notified when medication is close to expiry and needs to be replaced in a timely manner to ensure that in date medication is always available.
12. To provide basic first aid and follow the accident reporting procedures.
13. Report any safety issues to the Head Teacher and School Nurses.

Whole School & Community Job Activities

1. To support the school's aims and ethos.
2. To follow the school's safeguarding procedures including reporting through CPOMS.
3. Adhere manual handling regulations according to school policy (training will be provided). You will be accredited in safe moving and handling.
4. To follow pupil's individual risk assessments
5. To help prepare, clean and maintain a purposeful, orderly and supportive environment. Including the production, maintenance and storage of resources.
6. To be familiar with, actively support and comply with all the school's policies and procedures e.g. Keeping children safe in education, Health and Safety, Safeguarding, Communication, Behaviour & Code of Conduct, e-safety, Intimate care, Moving & handling, Fire Evacuation.
7. To be an ambassador for the school and children within the wider community.
8. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions, meetings with parents.
9. Maintain professional and effective working relationships with colleagues. Work effectively with other practitioners, listen to others and support colleagues' development.
10. Attend and participate at regular meetings.
11. To participate in the school's performance management scheme, meeting regularly with line manager and ensuring performance standards/targets are set and met within the agreed time scale.

Other duties and responsibilities

1. To work across both sites as required
2. Use of ICT as required
3. Such other duties as may be appropriate to achieve the objectives of the post to assist the Service Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
4. The post holder must at all times carry out their responsibilities with due regard to the school's policy, organisation and arrangements for Health and Safety at work.

Person Specification

1. Good level of written and spoken English and Maths (GCSEs desirable).
2. Experience of working with children with PMLD/SLD and be committed to the educational rights of children.
3. Desirable NVQ2 Health Care Qualification or above or willing to work towards achieving qualification.
4. Hold a Paediatric First aid/First aid qualification or willing to work towards achieving qualification.
5. The ability to communicate professionally with colleagues, key professionals and parents both orally and in writing.
6. The ability to establish and maintain effective working relationship with teachers, professionals and other members of staff.
7. Ability to take responsibility for the welfare of pupils following instructions from line managers and to follow direction accurately.
8. The ability to keep and store accurate written records.
9. Good level of ICT skills.
10. A willingness to develop professional skills and participate in performance management reviews and the willingness to undertake training in normal contractual hours to develop job related skills and work towards relevant qualifications where appropriate.
11. The ability to relate to pupils with severe and profound multiple learning difficulties patiently and constructively, while promoting their independence and able to react calmly during any intimate or emergency interactions.
12. The ability to adapt to differing environments within the school and to the need of different children.

NB*

This post is a regulated activity and enhanced DBS is required