


<b>Job Description</b>			
<b>Title:</b> PERSONAL CARE ASSISTANT NJE GRADE 2 Point 2 - 4	<b>School:</b> Ash Lea School	<b>Profile:</b> Support	
<b>Job Purpose</b> To assist pupils with their day to day personal care needs and to work alongside other professional staff to further pupils' independence skills.			
<b>Key Responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Working as part of a team in the development of personal care programmes for pupils.</li> <li>2. Assisting pupils in implementing their own personal care programmes during the school day, specifically in relation to practical support for : <ul style="list-style-type: none"> <li>• Personal hygiene</li> <li>• Toileting and continence training</li> <li>• Eating and drinking</li> </ul> </li> <li>3. Providing practical assistance in relation to other identified physical needs e.g. transportation, dressing, grooming, meal times, organisation of learning equipment</li> <li>4. Keeping records related to personal care in conjunction with the appropriate teacher/other officer</li> <li>5. Maintaining and cleaning personal care equipment and materials, clothing etc. Maintenance of toiletry supplies</li> <li>6. Providing personal assistance to identified pupil/pupils in physical/practical activities e.g. physical education, cookery, school visits, therapeutic treatments organised by the school etc.</li> <li>7. Working in cooperation with other key workers involved in supporting the pupils' educational and health care needs under the guidance of the class teacher or other responsible officer</li> <li>8. You are expected to meet the health needs of children including the administration of medication, health care procedures and intimate and personal care. Full training is given</li> </ol>			
<b>General Responsibilities</b>			
<ol style="list-style-type: none"> <li>9. Work within the framework of the school's agreed policies and procedures</li> <li>10. Participate in staff meetings, in-service training and courses.</li> <li>11. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions</li> </ol>			

Grade 2 Personal Care Assistant

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<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <p>Knowledge of procedures to provide personal care and support to children and young people.            Ability to record any observations etc as required.            Knowledge of Safeguarding and Child Protection</p>	<p><b>Personal skills and general competencies</b></p> <p>Good communication skills            Caring            High standards            Team working            Ability to work under pressure            Flexibility            Good standard of literacy</p>
<p><b>Experience</b></p>	