

<p><u>Job Title:</u> Student Care Assistant</p>	<p><u>Service:</u> Children's Services</p>
<p><u>Post Number:</u></p>	<p><u>Division:</u></p>
<p><u>Grade:</u> 2</p>	<p><u>Business Unit/Section:</u> St Hugh's School</p>
<p><u>Overall Purpose of Job:</u></p> <p>To attend to personal / hygiene needs of the students. Promoting the independence of students.</p>	
<p><u>Main Responsibilities:</u></p> <ol style="list-style-type: none"> 1. To maintain and develop high standards of personal care under the direction of the identified line management structure within the school (named senior member of the management team.) 2. To assist with the supervision and feeding of students (including individual feeding programmes of students) during the lunch time period. 3. To act as an escort to students on educational visits. 4. To take care of daily washing (this includes the sluicing of soiled clothing) 5. To maintain students independence and respect at all times 6. To contribute to the overall development of the school and its young people by attending and contributing to staff meetings and in-service courses where appropriate. 7. To follow whole school safeguarding and health and safety procedures. 8. To liaise with home in order to ensure all necessary resources are supplied e.g. hygiene pads / sanitary wipes. 9. Support trained staff with therapy based programmes e.g. assisting in hydrotherapy and rebound therapy. 10. Organising equipment and supporting students to change their clothing. 	

Knowledge, Skill and Experience Required:

- Experience of working with young people
- Experience of working with children with a range of disabilities
- The ability to lift manually and with any hoist equipment provided (after training).
- The ability to work as part of a team
- The confidence to work on and off site with young people.
- The ability to work to deadlines.
- The ability to communicate, both orally and in written form, with a range of parties
- The ability to feed and supervise young people (after training).
- The ability to undertake personal care/hygiene tasks with young people
- The ability to maintain records

Creativity and Innovation:

Post-holders should have the ability to deal with a range of activities within the caring profession:

- To be able to actively engage pupils
- To be able to communicate effectively with students who have disabilities
- To be able to liaise with Line Management and to be able to follow instructions.
- To be able to read and understand Policies and Procedures and to be able to follow these.
- To be able to actively participate in new and challenging situations.

Decision Making:

Post-holders will encourage students to make sensible choices and support students to develop their own independence.

Post-holders should be able to follow guidelines and know when to seek advice.

Contacts and Relationships:

The holder of this post will have contact on a daily basis with students and staff colleagues. On occasions they may have to deal with demanding situations or be required to deal with challenging behaviour.

The holder of the post must be able to give clear and accurate information when asked by carers, relatives and service users.

WORK ENVIRONMENT

Work Demands:

The post holder has to be able to prioritise work demands. Prioritise may change dependent upon the needs of students and/or school.

Physical Demands:

The post requires physical effort on a daily basis whilst supervising students, i.e. walking, bending, stooping, feeding and using equipment appropriately.

Ability to lift and use hoist and therapy equipment safely when required.

Working Conditions:

The postholder will be working in a school environment and may be required to escort students on educational visits/activities.

The post-holder will be required to attend to the personal care/hygiene needs of students
The post-holder will be required to attend to soiled materials/clothing

Work Context:

On occasions post-holders may have to deal with demanding situations or be required to deal with challenging behaviour.

RESOURCES:

The post will have no responsibility for physical or financial resources.

Indicate how many staff the post is directly accountable for: None

Are posts supervised in more than one location? No

Is the supervision shared with another post in the structure? No

Please indicate which post(s)

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description

Date copy sent to Post holder