

Job Description Post of CARE ENABLER			
Location	Sherbourne Fields School	Post Number	1035338
Grade 3		Line Manager	Jodie Lynch Assistant Headteacher
<p><b>Job purpose</b></p> <p>Personal Care Enablers are appointed to promote pupils welfare over the whole age range as part of a team under the general direction of the Key Stage 5 Assistant Headteacher.</p> <p>Care Enablers are members of the support staff team. The general duties will be to assist pupils with their day to day personal care needs, physical development programmes, and to work alongside other professional staff to further pupils' personal independence skills.</p>			
<ul style="list-style-type: none"> <li>• <b>Specific responsibilities include:</b></li> <li>• Working as part of a team in the development of personal care programmes for pupils.</li> <li>• Assisting pupils in implementing 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>• Provide practical assistance in relation to other identified physical needs e.g. toileting, dressing, grooming and meal times.</li> <li>• Provide 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>• Keeping records related to personal care in conjunction with the appropriate teacher.</li> <li>• Maintenance and cleaning of personal care equipment and materials, clothing etc. Maintenance of toiletry supplies.</li> <li>• Participate in-service training and courses.</li> <li>• Work in co-operation with other keyworkers involved in supporting the pupils' educational and health care needs under the guidance of the class teacher and teacher with teaching and learning responsibilities (TLR)</li> <li>• Work within the framework of the school's agreed policies and procedures.</li> <li>• Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined</li> </ul>			
			Date:

Person Specification		
<b>Job Title CARE SUPPORT ENABLER</b>	<b>Grade 3</b>	
	<b>Post number</b>	
<b>Requirements (on the basis of the job description)</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), other (specify)</b>
<b>Experience</b>		
	D	AF, I
Working in a education, care and / or health care setting	D	AF, I
<b>Knowledge</b>		
Knowledge of First Aid	D	AF, I
To assist and support teachers in the welfare of pupils with a range of learning and physical disabilities		
<b>Skills and abilities</b>		
To work under guidance		
Ability to work as part of a team	E	AF, I
To liaise and communicate effectively with others in respect of the duties of this post and to give and provide information and instructions, whilst recognising the importance of confidentiality in a school setting	E	
Support children using total communication strategies		
Participate in personal and social development programmes		
Support children in integration and inclusion activities focusing on personal care and welfare issues.		
Able to work on an equal opportunities basis with pupils in a diverse setting	E	
Awareness of Health & Safety requirements	D	AF, I
Understanding of basic care tasks, ie bathing, toileting, feeding	D	AF, I
To be able to accept authority and supervision and respond appropriately	E	
Support individual children's therapies under the guidance of a therapist to include the use of all types of therapy equipment and be able to liaise with other education and health care professionals	D	AF, I
To be able to handle situations with patience and sensitivity	E	
Follow laid down procedures for the safe storage of equipment and materials	E	

Educational NVQ1 Care or working to this qualification		
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