

Health Care Assistant (Grade 3)

Required September 2024



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Health Care Assistant

We are looking for a health care assistant to provide personal care (such as washing or dressing) to students and support the physical and educational needs of identified students within our Academy.

If you're a compassionate, positive person with a passion for working with young people and supporting those with additional barriers to their learning, this is the role for you.

You will be part of a large, motivated and supportive learning support team within Sidney Stringer Academy. You will provide personalised health care for the day-to-day needs of individual pupil(s) under the direction of the AP for Inclusion, SENCOs and external healthcare professionals and will support teaching and other staff in assisting the delivery of the curriculum and other learning processes, in direct contact with pupils and their parents/carers as needed.

We strive to ensure that all students have equal access to a broad and balanced curriculum and our Learning Support Team is integral to this.

Why work at Sidney Stringer Academy:



- **100% attendance - 1 day off following year**
- **Staff Development- new leadership challenge programme and the opportunity to be involved in additional career-development programmes**
- **Excellent professional development opportunities across a wide range of areas, delivered by experienced specialists and practitioners**

- **Free tea and coffee**
- **Social committee with subsidised events**
- **Cycle Scheme**
- **Free parking**
- **Free Flu jabs**
- **Long service awards**
- **Dynamic and exciting environment**
- **Strong community links**
- **Supportive team and atmosphere**



JOB DESCRIPTION – Health Care Assistant (Grade 3)

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Assistant Principal for Inclusion

Hours: 32.5 hours per week
Monday to Friday 8.30am to 3.30pm
Term time only plus 5 days

Job Purpose:

- To work in partnership with class leads and support staff to support the individual care of students.
- To provide structured support and guidance for students in the development of their independence, physical and social needs
- Provide supervision, personal care and moving and handling support for students
- To assist with lunchtime supervision
- To assist with after school and break duties as part of the rota

Responsibilities and Tasks

1. Supporting the personal care of students:

- Leading with student's personal hygiene/toileting routine
- Assisting in the administration of medicines or medical interventions as instructed by parents or medical professionals.
- Leading with students eating and drinking following personal plans or professional advice.
- Assisting with the identification, monitoring and reporting of children's general health and welfare.

2. Supporting the safe moving and handling of individual students:

- Follow a flexible timetable to support students with equipment changes and physical therapy exercises, under the direction of a supervisor.
- Undertake annual moving and handling training.
- Read and implement students' individual moving and handling plans.

3. Supporting the physical, social/emotional and learning needs of individual students

- Develop an understanding of the special educational needs of the student/s concerned
- Build and maintain successful relationships with students, treat them consistently, with respect, dignity and consideration.
- Support in the development & assessment of Student Support Plans, moving and handling, physio plans and EHCP targets
- To be involved in assessment of students' engagement and progress in the above plans.
- To work with SENCOs and AP Inclusion to develop flexible timetables for identified students/small groups of students
- To work on differentiated activities with identified groups of students independent of the classroom if required
- To supervise practical tasks and support with differentiating these where appropriate
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials

- Strive towards the development of independent learning for our students
- To help reinforce student learning using a range of strategies and techniques
- To help students record work in an appropriate way
- Inspire positive attitudes, developing self-belief and building motivation
- To help build the student/s' confidence and enhance self-esteem, inspiring them to learn
- To have formal and informal meetings with teachers to contribute to planning lessons/activities
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Work as part of the team in relation to individual students physical and social development - liaising, advising and consulting where appropriate with external agencies
- To work flexibly throughout the day, ensuring that priority is given to students' medical needs.
- To respond in a timely and safe manner to ensure students physical safety and emotional wellbeing.
- To independently solve problems involving students daily physical care and intimate care needs
- To ensure that intimate care rooms meet health and safety standards by creating a cleaning routine and ensuring that all staff are aware of processes and procedures.
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Play an active role in the support of positive behaviour management of students both in and out of the classroom, reporting issues as appropriate.
- To accompany teaching staff and students on visits, trips and out of school activities as required
- Identify personal training needs and to attend appropriate internal and external in-service training.

4. Supervising break and lunchtime duties by:

- Helping identified children with their food, supervising distribution, and clearing away as needed
- To supervise toilet areas of the school as cover for the first aider/supervisor.
- To work as part of a team supervising and being responsible for children during their lunchtime in the designated activity room
- To ensure that activity or leisure areas are used in an appropriate manner by pupils and to take the necessary action if not.
- To ensure the health, safety, welfare and good conduct of the pupils and checking pupils are safe in the event of an evacuation of the premises.

5. Supporting the culture of the school:

- Supporting children to be as independent as possible in their physical care and intimate care needs
- Promoting pupil independence, and reinforcing the children's self-esteem through praise and encouragement.
- Assisting with the provision of general care and welfare to pupils, being mindful of the need to maintain a safe environment at all times.
- To model good practice to both students and staff as an educational professional, demonstrating excellent punctuality, attendance and integrity
- Ensuring that pupils are able to safely use equipment and materials provided and being aware of the range of resources available.
- Undertake the training required for you to carry out those activities necessary to meet the physical and emotional needs of the pupil, including pupils with educational, physical, sensory, communication and/or emotional special needs.
- Monitoring and reacting to individual pupils' problems, safeguarding needs, progress, achievements and condition, and reporting these to appropriate staff.
- Work closely with the class teacher and other colleagues to support the administration and organisation of care activities for individuals and groups of pupils, including taking a lead role in recording progress keeping in line with school policies and practices.
- Maintain personal and professional development to meet the changing demands of the job.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour

This job description is not necessarily a comprehensive definition of the post. The Personal Care, and moving and handling assistant may be required to undertake such other tasks appropriate to the level of appointment, as the Headteacher requires. It may be subject to modification and amendment after consultation with the post holder.

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with their line manager.

To undertake any other duties that may be reasonably deemed part of the role.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of The General Data Protection Regulation (GDPR) and Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

*This job description may be subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests. **Job Description Reviewed By: C. McGettrick (Oct 2023)***

PERSON SPECIFICATION

| ATTRIBUTES | ESSENTIAL REQUIREMENTS | DESIRABLE REQUIREMENTS |
|---------------|---|---|
| QUALIFICATION | <ul style="list-style-type: none">A desire to continue to improve literacy, numeracy and ICT skills, with Grade C achieved in English and Maths | <ul style="list-style-type: none">Qualification to A level (AS/A level) standard. |

| | | |
|--|--|---|
| <p>KNOWLEDGE</p> <p>And</p> <p>UNDERSTANDING</p> | <ul style="list-style-type: none"> ● Of the needs and characteristics of young people with SEND ● Of what constitutes positive behaviour management ● Of the importance of positive role models for young people ● Of strategies, including literacy, numeracy, ICT, independent learning, special educational needs and anti-racism to ensure the effective engagement of our students in learning ● Of equal opportunities and anti-discriminatory practice in the context of the school community | <ul style="list-style-type: none"> ● A passion for supporting children who have Special Educational Needs and developing their future |
| <p>SKILLS AND ABILITIES</p> | <ul style="list-style-type: none"> ● Approachable and intuitive ● To communicate effectively – verbal and written - with students, staff and parents ● To motivate and encourage students to work cooperatively ● To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively ● General understanding of National Curriculum and other basic learning programmes ● Ability to relate well to children and adults; sense of humour ● Able to walk long distances and stand for long periods of time to support student transitions around school and enrichment activities. ● Able to take a lead role in individually supporting students aged from 11-19 in moving and handling and personal care. ● Able to move physiotherapy equipment with appropriate training and guidance from specialists this includes the manoeuvring of manual wheelchairs. ● To be a team player with the ability to support others ● To demonstrate relationship building outside of the classroom | <ul style="list-style-type: none"> ● A knowledge and understanding of assessment, monitoring, target-setting and evaluation, using this information to support students as effectively as possible |

| | | |
|---------------------------------|---|--|
| <p>ATTITUDES And VALUES</p> | <ul style="list-style-type: none"> ● High expectations of personal performance and of pupils' success ● Commitment to build upon your own learning through our structures ● A belief in meeting the needs of the whole child | <ul style="list-style-type: none"> ● An eagerness to get involved in the opportunities a dynamic and forward-thinking school brings |
| <p>EXPERIENCE</p> | <ul style="list-style-type: none"> ● Of working with groups of young people with SEND, preferably of secondary age ● Of resolving problems and handling challenging situations ● Of managing behaviour effectively | <ul style="list-style-type: none"> ● Experience of health and care work with adults or children including personal care duties. ● Work in an educational establishment would be advantageous |
| <p>SPECIAL REQUIREMENTS</p> | <ul style="list-style-type: none"> ● This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment | |

All employees of Sidney Stringer Multi Academy Trust are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.

Health Care Assistant

Grade 3 - £16,151 to £17,050 pa (actual salary)
Hours - 32.5 hours per week
*Monday to Friday 8.30am to 3.30pm.
Term time only plus 5 days.*

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

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We strive to ensure that all students have equal access to a broad and balanced curriculum and our Learning Support Team is integral to this.

Christine McGettrick (AP Inclusion) – cmcgettrick.staff@sidneystringeracademy.org.uk

How to apply

If you are ambitious for yourself, passionate about the futures of children and want to be part of a forward-thinking team of like-minded professionals at this exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

www.sidneystringeracademy.org.uk – 'Vacancies page'

Please return completed application forms to: recruitment@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: 21 July 2024 at noon

Interview date: 24 July 2024

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.