

Job Description Post of CARE SUPPORT ENABLER			
		Post number	
Grade 3		Line Manager	Teacher
<p>Job purpose</p> <p>Personal Care enablers are appointed to promote children’s welfare over the whole age range as part of a team under the general direction of the Head Teacher</p> <p>The Personal Care enablers will be a member of the support staff. 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 and support learning in areas of cognition and communication.</p>			
<p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Working as part of a team in the development of personal care programmes for pupils. • Assisting pupils in implementing personal care programmes during the school day, specifically in relation to practical support for: <ul style="list-style-type: none"> ○ personal hygiene ○ toileting and continence training ○ eating and drinking • Provide practical assistance in relation to other identified physical needs e.g. toileting, dressing, grooming and meal times. • 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 • Keeping records related to personal care in conjunction with the appropriate teacher. • Maintenance and cleaning of personal care equipment and materials, clothing etc. Maintenance of toiletry supplies. • Participate in-service training and courses. • 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) • Work within the framework of the school’s agreed policies and procedures. • Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined 			
			Date:

Person Specification

Job Title CARE SUPPORT ENABLER	Grade 3	
	Post number	
Requirements (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), other (specify)
Experience		
Working in a education, care and / or health care setting	D	AF, I
Knowledge 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		
Skills and abilities		
To work under guidance		
Ability to work as part of a team	D	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		
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		
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		
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		
Follow laid down procedures for the safe storage of equipment and materials		
Educational NVQ1 Care or working to this qualification		