

Job Description: Care Enabler

GRADE:	3
RESPONSIBLE TO:	Class Teacher, Assistant Head

Main purpose

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. 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.

Duties and Responsibilities:

- 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:
 - 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.
- 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.

The post holder must comply with Coventry City Council's and the schools health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Coventry City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Castle Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Notes:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Person Specification:

CRITERIA	ESSENTIAL QUALITIES
Qualifications	<ul style="list-style-type: none">○ NVQ in Care or working to this qualification
Knowledge and Experience	<ul style="list-style-type: none">○ Working in an education, care and / or health care setting○ Knowledge of First Aid○ To assist and support teachers in the welfare of pupils with a range of learning and physical disabilities
Skills and Abilities	<ul style="list-style-type: none">○ To work under guidance○ 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○ Understanding of basic care tasks, ie bathing, toileting, feeding○ 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○ To be able to handle situations with patience and sensitivity○ Follow laid down procedures for the safe storage of equipment and materials○ To work under guidance
Personal Qualities	<ul style="list-style-type: none">○ Ability to relate to children and adults○ To be able to accept authority and supervision and respond appropriately○ Enthusiastic and Motivated○ Ability to work as part of a team

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____

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