The Chiltern School
Health Care Assistant

Job Description

School Vision

Where we learn and achieve together, where we dare to be different.

Our **vision** is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Our **purpose** is to help develop young people by nurturing their talents. To provide outstanding educational provision for young people with SEND. We provide meaningful and purposeful learning that prepares them with the skills, knowledge and attitudes to be happy, confident, safe and independent adults who have the life chances they deserve.

Grade / Salary	NJC Level 2A (SEN) Point 4-5 / £16,835.77 - £17,102.39 - per annum (actual)
Working Hours	27.5 hours per week term time plus 5 inset days 9am - 3pm Monday - Friday

The Chiltern School
Health Care Assistant

General Duties

General description of the post

To assist pupils and staff to deliver daily personal care and medical needs in relation to individual Education, Health and Care Plans (EHCP), personalised learning plans and care plans including Emergency care plans. To support pupils' independence and their access to the curriculum.

General responsibilities

- Work collaboratively with colleagues as part of a professional team, working at all times within school policies and procedures
- Attend to personal care needs of pupils; this will include toileting, catheterization, other hygiene needs, help with dressing and/or assisting with feeding as required,
- Managing and supporting the medical needs of pupils such as administering emergency medicine and managing episodes of epilepsy.
- Under agreed school procedures to give first aid/medicine where necessary
- Providing practical assistance in relation to other identified physical needs such as mobility.
- Maintaining and cleaning personal care equipment and materials.
- Keep records related to personal care in conjunction with class teachers and school nursing team
- Build and maintain successful relationships with pupils
- Be able to use schools MIS, Smartlog and Google Drive, in line with school policies and procedures.

Other duties

- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Participate as a member of the school community in promoting the work of the school
- Undertake any other tasks and responsibilities appropriate to the level of this post as directed by the headteacher.

Values and behaviour

All staff play a vital role in assisting to make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field,

keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

All staff are expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career. It is important to maintain high standards of ethics and behaviour, within and outside school, by:

• treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
• having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
• showing tolerance of and respect for the rights of others and not undermining fundamental British values, including: - democracy, the rule of law, individual liberty and mutual respect, and - tolerance of those with different faiths and beliefs;
• ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Responsibilities

The post holder is accountable to their line manager at all times.

Conditions of Employment

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher and following consultation with you and will be reviewed annually as part of the appraisal process.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the

provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.
The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Person Specification

Methods of assessment	Essential/ Desirable	Application	Interview
Qualification, Education and Training			
Relevant qualifications linked to the role	E	X	
Excellent verbal and written skills	E	X	X
Ability to understand personal care and medical processes within a school setting	E	X	X
An ability to adapt to a new way of working which may differ from other school settings	E	X	X
An understanding of safeguarding and confidentiality	E	X	X
An understanding of pupils with PMLD and / or SEN	D	X	X

NVQ level 2 or equivalent	D	X	
Moving and Handling Trained	D	X	
First Aid Trained	D	X	
Catheterisation Trained	D	X	
Epilepsy trained	D	X	
Enteral Feed trained	D	X	
Experience and Knowledge			
Demonstrable experience of working with children in a care setting	E	X	X
Knowledge of pupils with medical needs and the use of care plans in school	E	X	X
Knowledge of medication administration	E	X	X
Regular and effective communication with parents and carers	E	X	X
Using computers and Google Drive	E	X	
Transferable skills which could meet these requirements	E	X	X
Demonstrable experience of working with children in a SEND school	D	X	
Working within a busy environment preferably in a school or health care setting	D	X	

Experience of working with a range of professionals	D	X	
Working with vulnerable children and their families	D	X	X
Confidence in using SIMS	D	X	
Skills and Abilities			
Evidence of an understanding of Health and Safety issues of working with pupils	E	X	X
Good standard of spoken and written English and be able to communicate effectively with pupils and parents/carers	E	X	X
Evidence of an ability to work collaboratively with teachers and others	E	X	
Evidence of an ability to take responsibility and work with autonomy within set boundaries	E	X	
Carry out all aspects of the role to a high standard	E	X	X
Communicate with pupils, colleagues, parents/carers and professionals in a clear, friendly and professional manner	E	X	
Able to stay calm under pressure	E		X
Ability to record interactions accurately and timely	E	X	
Ability to prioritise in a fast paced environment	E	X	X
Ability to maintain professional standards	E	X	X
Ability to work as part of a team and independently	E	X	
The acknowledgement that this role is reactive in	E	X	X

some instances and focussed on meeting pupil need			
Knowledge and understanding of KCSIE	D	X	
Ability to implement and contribute to risk assessments	D	X	
Values and Behaviours			
Evidence of a willingness to undertake appropriate professional development	E	X	X
Evidence of commitment to the principles of equality and celebrating diversity	E	X	X
Ability to meet physical needs of pupils	E	X	X
Ability to participate in swimming, PE and physical activities	E	X	
Commitment to promoting the school and taking an active part in the wider life of the school	E	X	
Commitment to promoting pupil wellbeing and knowledge of safeguarding within a school setting	E	X	X
Able to demonstrate • Empathy • Organisation • Diligence • Conscientiousness	E	X	X
Able to demonstrate and model our core values • Curiosity • Kindness			

• Respect • Aspiration • Courage	E	X	X
Training in autism and SEND	D	X	
Training in Trauma Informed Practice	D	X	
Training in Manual Handling	D	X	
First Aid at work qualification	D	X	