



CHADSGROVE EDUCATIONAL TRUST SPECIALIST COLLEGE
JOB DESCRIPTION

POST: PERSONAL CARE ASSISTANT – TA1

GRADE: Spinal Column Point 2-4

REPORTING TO: Principal and Vice Principal

CONDITIONS OF SERVICE: Please refer to your contract

MAIN PURPOSE OF JOB:

To support students with their personal care.

GENERAL DUTIES

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the College's Health and Safety Policy

SPECIFIC DUTIES

1. Under the direction and control of the Vice Principal/Tutor:

- Assist at an appropriate level with the provision of general care and welfare of students including:
 - Assistance with the identification and monitoring of student's general health and welfare
 - Assistance with hygiene routines
 - Assistance with lunch time feeds
 - Assistance with helping students to get ready before and after their hydrotherapy and/or rebound sessions
- Working in cooperation with other key workers involved in supporting the students' educational and health care needs under the guidance of the College Tutors or Vice Principal
- To promote and safeguard the welfare of the students for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the College's policies and procedures
- To report any causes for concern relating to the welfare and safety of students to the designated safeguarding leads, the Vice-Principal, or if unavailable the designated safeguarding Director or a member of the college leadership team
- To attend safeguarding training as required by the College and maintain your knowledge and understanding of your responsibility for safeguarding students in this College
- Undertake activities necessary to meet the physical and emotional needs of individuals and groups of all students

- Adhere to and maintain College routines and codes of conduct, supporting the ethos of the College
- Maintain personal and professional development to meet the changing demands of the job by participating in appropriate training activities
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined as reasonably required by the Vice Principal and/or Principal

ADDITIONAL POINTS

- This post is subject to a DBS
- In all contacts the post holder will be required to present a good image of the College as well as maintaining constructive relationships
- Work within the framework of the school's agreed policies and procedures
- The Principal reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equalities Act
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the College's Equal Opportunities Policy