



Chadsgrove Educational Trust Specialist College

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JOB DESCRIPTION

PERSONAL CARE ASSISTANT (PCA) GRADE 1

Purpose of Role:

To provide high-quality personal care and wellbeing support to students with Special Educational Needs and Disabilities (SEND) within a specialist college environment. Personal Care Assistants (PCAs) play a vital role in ensuring that students' personal, nutritional and welfare needs are met safely, respectfully and with dignity, enabling them to access learning, develop independence and participate fully in college life.

The role involves supporting students with a wide range of physical, sensory, emotional and personal care needs to access a wide range of College activities including hydrotherapy, rebound therapy and learning opportunities. Working as part of a multidisciplinary team, the post holder will promote student wellbeing, independence, safety, dignity, inclusion and positive outcomes both within College and in the wider community.

Key Responsibilities and Expectations:

1. Personal Care and Student Wellbeing

- Support students with personal and intimate care needs, including toileting, continence care, changing for therapeutic input such as hydrotherapy, rebound and physiotherapy, dressing, personal hygiene and other daily living activities.
- Deliver all aspects of personal care in a manner which promotes dignity, privacy, respect, choice and independence.
- Encourage students to develop and maintain personal care and self-help skills appropriate to their individual abilities and aspirations.
- Support students' emotional wellbeing and welfare through positive, caring and professional interactions.

2. Mealtime, Feeding and Dysphagia Support:

- Support students lunch periods to ensure their nutritional, hydration and health needs are met safely.
- Follow individual student mealtime plans, healthcare plans, risk assessments and guidance from Speech and Language Therapists (SaLT) and other professionals where necessary.
- Assist students with eating, drinking and feeding in accordance with their assessed needs and approved support plans.
- Maintain accurate records relating to feeding, hydration or concerns as required.

3. Medical and Healthcare Support:

- Support students with health needs in accordance with their healthcare plans and professional guidance.
- Provide support in the swimming pool where required, ensuring student safety, wellbeing and dignity at all times.

4. Promoting Independence and Preparation for Adulthood:

- Encourage independence in personal care, communication, mobility, social interaction and daily activities wherever possible.
- Promote positive social interactions, inclusion and the development of appropriate relationships, helping students build confidence, resilience and self-esteem.

5. Health, Safety and Safeguarding:

- Safeguard and promote the welfare of all students, acting in accordance with College safeguarding policies, procedures and statutory guidance.
- Maintain a safe, clean, hygienic and inclusive environment which supports students' health, wellbeing and dignity.
- Monitor and report any concerns regarding a student's health, wellbeing, presentation or changing needs.
- Follow all risk assessments, allergy plans, behaviour support plans, healthcare plans and personal care protocols to ensure students are supported safely.

6. Collaboration and Professional Development:

- Work collaboratively as part of the wider College team, supporting colleagues and contributing positively to a culture of teamwork and student-centred practice.
- Liaise effectively with Tutors, Therapists and other professionals to ensure consistent and effective support for students.
- Participate in supervision, meetings and training as required.
- Engage in ongoing professional development, including training in safeguarding, personal care, moving and handling, dysphagia awareness and specialised SEND practices.
- Maintain professional standards, confidentiality and appropriate professional boundaries at all times.

Chadsgrove Educational Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and contractors to share this commitment.

Successful applicants will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check, together with satisfactory references, verification of qualifications, confirmation of identity and right to work in the UK and any other pre-employment checks required in accordance with statutory guidance and the College's Safer Recruitment procedures.

As part of our recruitment process and in line with Keeping Children Safe in Education (KCSIE), online searches may be undertaken for shortlisted candidates as part of our due diligence checks to help identify any incidents or issues that may be explored at interview. Candidates will be provided with the opportunity to discuss any matters arising from these checks.

References will normally be requested prior to interview. Candidates are therefore encouraged to notify their referees that they may be contacted should they be shortlisted.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore, applicants are required to disclose all cautions and convictions that are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

The College is committed to equality of opportunity and welcomes applications from all suitably qualified candidates. Selection will be based on merit, skills, qualifications and experience.