



The Westminster School

JOB DESCRIPTION

Job Title	Health Care Assistant
Band/Job Group	Band C SCP 5-8
Hours/Weeks	32.5 hours per week (Term time only + INSET Days) Mon, Wed, Thurs, Fri: 8.40am to 3.15pm (including 30 minutes lunch-break) Tues – 8.40am to 5.00pm (including 30 minutes lunch-break) (Plus 20 minutes contingency time)
Responsible to	Pathway Leads

1. Duties and responsibilities are: -

Working directly to the Head Teacher (in conjunction with line manager), the Health Care Assistant will,

- Liaise closely with the Community Children's Nurses to ensure that children in the school who require enteral feeding are fed appropriately and safely.
- Undertake and maintain training and competencies regarding the tube feeding of individual pupils following guidelines set by the Community Children's Nurses.
- Take responsibility to ensure training is up to date.
- Feed children via nasogastric tube or via gastrostomy adhering rigorously to the training and guidance provided.
- Pass on any concerns regarding a child to the Head Teacher and Community Children's nurse both orally and in writing.
- Support school staff in the care of pupils undertaking any medical support required within the limits of the training provided.
- Administer medication to pupils as required.
- Support school staff in the toileting of pupils across the school.
- Liaise with parents where required under the supervision of senior staff.
- Ensure parents are notified when additional equipment for their child/ren's feed are required.
- Ensure parents are notified when medication is close to expiry and needs to be replaced in a timely manner to ensure that in date medication is always available.
- Adhere manual handling regulations according to school policy (training will be provided).
- Report any safety issues to the Head Teacher and Community Children's Nurses.
- To be able to use own initiative and work effectively as part of a team.

2. Medical

- Appointments will be subject to medical clearance, except that medical clearances already provided for existing employees will suffice for this purpose.

3. Holidays

Holidays must normally be taken while the school is not in session.

4. Any other duties as required commensurate with the grade of the post

5. It is the responsibility of each employee to carry out their duties in line with council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards.
6. Use of ICT as required
7. Such other duties as may be appropriate to achieve the objectives of the post to assist the Service Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes
8. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work
9. All staff within school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trade unions.

Other Duties

- To participate in the operation of the School's Personal Performance Development Scheme.
- It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the School in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the School's policy, organisation and arrangements for Health and Safety at Work
- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
- The school is committed to the safeguarding of children and all posts are subject to an enhanced DBS clearance.

Issued by: _____

Received by: _____ Date: _____



Personnel Specification Health Care Assistant

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together, the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential. The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential Requirements	How Identified
<p>1. Physical</p> <p>What does the job require in the way of: Appearance, manner, speech, general health, voice etc? Consider the real needs of the job. Be particularly wary about setting age limits, which actively discriminate against specific age groups and disabled people.</p>	<ul style="list-style-type: none"> • Good health record • Smart appearance • Clear speech • Pleasant manner 	<p>Job and medical history from application form and reference. Performance on interview process.</p>
<p>2. Qualifications</p> <p>What does the job require in the way of: level of formal qualifications required to carry out the job? Describe these by level of attainment and by subject matter where appropriate or appropriate, e.g. Degree, HNC, Professional qualifications, GCSEs, CIPFA etc. Consider carefully whether these are absolutely necessary.</p>	<ul style="list-style-type: none"> • Good level of General Education including or more GCSEs (or equivalent including maths and English) • Appropriate NVQ Level 2 in Health Care or equivalent and/or willing to work towards achieving qualification • Paediatric First Aid/First Aid Qualification 	<p>Formal possession of an appropriate qualification to be verified at interview or from records.</p>
<p>3. Experience</p> <p>What does the job require in the way of: specific related job experience and in what type of working environment? What kind of life experience could supplement or replace this? Which is more important to the success of the job?</p>	<ul style="list-style-type: none"> • Experience of working with pupils with Special • Educational Needs or able to demonstrate an understanding/empathy for pupils with Special Educational Needs 	<p>Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.</p>

<p>4. Training</p> <p>What does the job require in the way of:- Specific and/or specialist training in order to do the job, e.g. training in recruitment and election, supervisory, management, interpersonal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, arc welding, word processing etc.</p>	<ul style="list-style-type: none"> • Evidence of recent continual professional development relating to working with children with learning difficulties. • Willingness to undertake training as and when required in relation to the post, possibly outside of their contracted hours 	<p>Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at interview.</p>
<p>5. Special Knowledge</p> <p>What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, financial accounting, planning regulations, languages, computer systems, local area etc?</p>	<ul style="list-style-type: none"> • Able to demonstrate an awareness and understanding of needs of SEN pupils across age ranges and phases. • Understanding of Health and Safety 	<p>Qualifications held and demonstration of knowledge at interview</p>
<p>6. Circumstances (Personal)</p> <p>What kind of personal circumstances are required to do the job properly? The ability to work shifts etc. The willingness and ability to travel and stay away from home, if the job requires. Ability to drive, car ownership.</p>	<ul style="list-style-type: none"> • Ability to work when the school is open (Term Time working) • Willingness to work flexibly to meet the requirements of the post 	<p>Ensuring candidates are aware of these requirements from the job description, interview questions and application form details.</p>
<p>7. Disposition</p> <p>How far does the job require:- Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Working readily with others, co-operating, influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, and ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.</p>	<ul style="list-style-type: none"> • Must be able to communicate at all levels • Must be patient, caring and committed to supporting SEN pupils • Must be confident in their own ability but be willing to accept advice • Must be able to cope with and deal with confrontational and stressful situations. • Able to work on own initiative. • Must be willing to take an active part in all aspects of school life 	<p>Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.</p>

<p>8. Practical and Intellectual Skills</p> <p>What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person. Should they be able to understand complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?</p>	<ul style="list-style-type: none"> • Must be prepared to undertake duties relating to the welfare and personal hygiene of pupils including toileting and feeding • Must show evidence of good communication skills both orally and in writing 	<p>Performance in related selection process.</p>
<p>9. Legal requirements</p> <p>Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age ranges etc? are there any 'Genuine Occupational Qualifications' as defined in legislation which apply to this post?</p>	<ul style="list-style-type: none"> • Satisfactory medical and enhanced • DBS for regulated activity • Good references from most recent employer and one other 	<p>Application form and interview questioning and reference.</p>

Registration Requirements:	Yes	No	Description
Is this post a Regulated Activity	X		
Is the Frequently or Intensive test met	X		

DBS Disclosure check only	Yes	No	Eligibility Code
Is this post eligible for an Enhanced DBS check but not registration	X		