

Job title: CARE ASSISTANT (SCHOOLS)

Department: Schools
Grade: GLPC - C
Job Evaluation ID: JE1000001935

1 Job purpose:

To assist pupils with their day to day personal care needs and to work alongside other professional staff to further pupils' personal independence skills.

2 Principal duties and responsibilities:

1. Working as part of a team in the development of personal care programmes for the pupils.
2. Assisting pupils in the implementing their own personal care programme during the school day, specifically in relation to practical support for:
 - o Personal hygiene
 - o Toileting and continence training
 - o Eating and drinking
3. Provide practical assistance in relation to other identified physical needs e.g. transportation, dressing, grooming, meal times, organisation of learning equipment.
4. Keeping records related to personal care in conjunction with the appropriate teacher/TA.
5. Maintenance and cleaning of personal care equipment and materials, clothing etc.
6. Maintenance of toiletry supplies.
7. 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.
8. Participate in staff meetings, in-service training and courses.
9. Work in co-operation with other key workers involved in supporting the pupils' educational and health care needs under the guidance of class teacher, SENCO, TA.
10. Work within the framework of the schools agreed policies and procedures.
11. Any other duties which may be reasonably regarded as within the nature of the duties and responsibilities / grade of the post defined, subject to the proviso that normally any changes of permanent nature shall be incorporated into the job description in specific terms.

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder:

none

6 Post holder's immediate supervisor:

Prepared by/author: Single Status Team

Date: September 2013

Job title: Care Assistant

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature:

Date:

Person specification



Nottingham
City Council

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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Knowledge	<ul style="list-style-type: none"> Awareness of the needs of young people with learning disabilities Awareness of the need to promote independence Awareness of the importance of confidentiality Awareness of Health and Safety and COSHH 	✓	✓	✓	✓	✓
Skills/Abilities	<ul style="list-style-type: none"> Ability to communicate with young people with special needs/disabilities Ability to work as part of a team 					
Experience	<ul style="list-style-type: none"> Experience of working in a caring role Experience of providing personal care Experience of working in a school or other educational environment 					
Work to promote mutual respect and good relations	<ul style="list-style-type: none"> Awareness, understanding and commitment to the pursuit of equality of opportunity, anti-racism and in terms of service delivery and employment practice Awareness of the needs of the needs of schools in a multi-cultural environment Commitment to the City Council's equal opportunity policies Awareness of Disability Discrimination Policy 					
Work Related Circumstances	<ul style="list-style-type: none"> Be willing to undertake further training and development, as necessary, in order to enhance service delivery Willing to follow the City Council's no smoking policy 					

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence

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