



## **JOB DESCRIPTION**

### **One-to-one personal care assistant**

#### **JOB PURPOSE**

The one-to-one personal care assistant will provide support to an ambitious and highly capable female student requiring specialist support whilst enrolled at King Edward VI College. The post holder will support one student who has a diagnosis of spinal muscular atrophy (type 2), a neuromuscular degenerative condition that results in general muscle weakness, poor head control, and scoliosis.

The personal care assistant plays a vital role in assisting the learning and personal development of the student by providing personal care, including feeding and manual handling, to enable her to make the best use of the educational opportunities available to her.

#### **KEY PERFORMANCE AREAS AND RESPONSIBILITIES**

The post holder will be required to work flexibly to support a wide range of needs. The following examples are taken as key elements of the post holder's support role:

- deal with any minor physical needs as they arise (for which training will be provided)
- be guided by the student's choice of needs
- undertake relevant training in personal care, feeding, manual handling and hoist training, as provided by the College
- serve as a member of the care team rota as a standby in case of staff shortage
- provide regular feedback to the SENCo on the student's needs
- contribute toward and attend annual reviews
- ensure written records are maintained effectively and in a timely manner
- be flexible in carrying out wider responsibilities in the student support department when one-to-one support is not required

#### **GENERAL RESPONSIBILITIES**

1. Participate in training and team development activities, to update knowledge and skills.

2. Make best use of technology, facilitating change to deliver new ways of working, which support the college's strategic objectives and core values.
3. Demonstrate commitment and enthusiasm to promote the principle of equality, diversity and inclusion in employment and service delivery.
4. To adhere to all college policies and procedures, especially those relating to child protection and safeguarding, students, health and safety, equality of opportunity and human resources, and the financial regulations and procedures.
5. All employees of the College have responsibilities in respect of health and safety. In particular they will:
  - co-operate at all times with the senior leadership team in the implementation of and adherence to health & safety policy and procedures;
  - take reasonable care for their own safety and for the safety of others who may be affected by their actions at work;
  - not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
  - report all health and safety concerns to line managers;
  - pro-actively report near misses;
  - assist with the completion of the risk assessment programme;
  - provide risk assessments for activities for which they are the responsible leader;
  - ensure a safe working environment is maintained for staff and students at all times;
  - ensure that all relevant health and safety training is up to date;
  - comply with health and safety related policies and procedures.
6. Take part in the college's staff appraisal and performance management cycles as appropriate.
7. To undertake such other duties, commensurate with the post, which your managers, or other members of the executive leadership team may reasonably and occasionally require, including working evenings and covering for absent colleagues.

#### **ADDITIONAL INFORMATION**

1. The post holder will report to the SENCo and will be part of the learning support team.
2. The post holder will need to work flexibly with a range of other areas and teams, including but not limited to: SENCo, learning mentors, lead tutors, personal tutors, and outside agencies.

3. Salary will be paid on the Sixth Form Colleges Association support staff pay scale, grade 3- 7 which is currently £3660.88 – £3889.03 per annum, for term-time only based on 8 hours per week.
4. This is a fixed term (until 31 August 2025 or for the duration of the student's enrolment (if shorter or longer)), part-time, term-time only post, subject to the conditions of service handbook of the Sixth Form Colleges Association.
5. It is compulsory for all members of staff to attend the annual open events in mid-October (which take place on one evening and on one Saturday), for which there is a compensating college closure day/TOIL given.
6. All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
7. Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

Person specification: Personal Care Assistant			
Criteria		Essential	Desirable
<b>Experience</b>	Strong focus on the needs of individual students and a commitment to ensuring that they fulfil their potential	✓	
	Experience of working with students in school requiring personal care		✓
	Previous experience of caring for individuals with physical needs	✓	
<b>Skills/ competencies</b>	Good verbal and written communication skills	✓	
	Ability to provide individual support and high standards of care	✓	
	Good organisational skills	✓	
	Ability to work in a team	✓	
	Good people handling skills	✓	
<b>Personal attributes</b>	Good interpersonal skills	✓	
	Enthusiasm for the role and for working with young people	✓	
	Adaptable/flexible	✓	
	Able to time-manage and prioritise	✓	