

**St Aidan's Church of England High School
School Healthcare Assistant**

28.4 hours per week (term time only)
Fixed Term until 31st August 2018
Band 5, £11,365 - £12,214 (including SEN allowance)

Job Purpose

To provide 1:1 care of the day-to-day needs of individual pupil(s) under the direction of healthcare professionals, the school's nurse and SENCO. To support teaching and other staff in assisting the delivery of the curriculum and other learning processes, in direct contact with pupils.

Key Tasks

<p>For an identified pupil, be responsible for the supervision, care and implementation of their healthcare and education plan</p>	<ul style="list-style-type: none"> - To adhere at all times to the personalised plan of care for each child, and to school policies. - Provide help with dietary needs, medication administration, mobility and personal care. - Perform basic medical checks, such as monitoring a student's blood sugar levels and temperature. - Prepare and administer food and medication through a gastrostomy tube or orally. - Support with complex medical needs. - To ensure that all equipment is in good working order at the beginning of each day and left clean and ready to use at the end of each day.
<p>Effective communication and engagement with students, their families and carers and other professionals.</p>	<ul style="list-style-type: none"> - Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate. - Know when to refer information to line manager in line with school policies. - Maintain accurate records where required. - Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.
<p>Safeguarding and promoting the welfare of the child</p>	<ul style="list-style-type: none"> - Promote and sustain a suitable environment in which the child feels safe and comfortable. - Work within the framework of school policies. - Undergo appropriate training and be passed as competent before carrying out any care intervention. - Assist with the supervision of groups and individual students as required. - Maintain personal and professional boundaries at all times.

	<ul style="list-style-type: none"> - Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.
Child development	<ul style="list-style-type: none"> - Take part in appropriate trips to support the child with school. - Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to students. - Assist in the implementation of appropriate behaviour management strategies. - Know how to interact with children in ways that support the development of their ability to think and learn.
Multi-agency working	<ul style="list-style-type: none"> - Know the value and expertise you bring to a team and that brought by your colleagues. - Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.
Sharing information	<ul style="list-style-type: none"> - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students. - Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. - Understand the importance of sharing information, how it can help and the dangers of not doing so. - Attend staff meetings, training days and management team meetings by agreement with the Headteacher.
Administration / other	<ul style="list-style-type: none"> - Prepare and keep clean materials and undertake minor clerical duties. - Participate in the school's performance management process. - Participate in training and other learning activities and performance development as required.
Health & safety	<ul style="list-style-type: none"> - Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
<p>Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.</p> <p>In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.</p>	

Person Specification

Criteria	Essential	Desirable
Qualifications & training		
GCSE level or above in English & Maths	√	
Healthcare / medical qualifications		√
Basic First Aid qualification		√
Experience		
Experience appropriate to working with children in an educational setting	√	
Experience of assisting with health and medical routines of pupils		√
Preparation of meals and gastrostomy tube feeding		√
Experience of working in a class based environment with SEN pupils		√
Experience of working effectively with children with challenging behaviour		√
Skills & knowledge		
Good written and verbal communication skills with a range of staff, children and their families	√	
Good understanding of child development and learning processes	√	
Administering of medication orally/inhaled/via gastrostomy and supplies management between home and school		√
Sound literacy and numeracy skills	√	
Basic IT skills	√	
Behaviour management		√
Personal qualities		
Being sympathetic, patient and sensitive to the needs of individual students	√	
Being discrete, professional, respectful and friendly	√	
Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations	√	

Ability to work successfully as part of a team	√	
Physically fit and having stamina (due to manual handling of assisting students, pushing wheelchairs etc)	√	
Confidentiality	√	
Other requirements		
To be committed to the school's policies and ethos	√	
To be committed to continuing professional development	√	
Motivation to work with children	√	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√	
Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline	√	