



**Job Description & Person Specification**  
Personal Care Assistant

Job Description	
Job Title:	Personal Care Assistant
Pay Grade / Scale / Range:	NJC SCP 3 34 hours per week Term Time only (190 days)
Benefits & Perks:	Local Government Pension Scheme, occupational sick pay, TOIL scheme, Health benefit scheme
Working hours:	Ability to work the hours needed to meet all the demands of the job which may include some evening and occasional weekend working
Location:	Employees may be based at any site of the New Bridge Group
Special circumstances:	Heavy Lifting Manual Handling
Staff responsible to:	Director of Care
Staff responsible for:	None
Accountable to:	CEO
Probationary period:	26 weeks (may be extended in line with the school's probationary procedure)

**Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. For child protection purposes an enhanced disclosure will be required for this post.**

### **Job Purpose**

To support young people with their personal care needs which includes toileting, dressing, eating / feeding and drinking.

### **General Tasks**

#### **Support for Young People**

- Establish rapport and respectful, trusting relationships with young people, acting as a role model and setting high expectations
- Promote inclusion and acceptance of all
- Assess the needs of young people and use detailed knowledge of personal care needs to support them
- Ensure safety, welfare and personal hygiene (basic First Aid to be included where appropriate)
- Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Provide specific feedback in discussion with young people on their progress and achievement, in line with school policy

### **Support for the Organisation**

- Comply with and assist with the development of policies and procedures relating to safeguarding, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall work and ethos of the organisation
- Establish constructive relationships and communicate with other agencies and professionals, in liaison with staff, to support the achievement and progress of young people
- Contribute to the development of appropriate multi-agency approaches to supporting young people
- Attend and participate in meetings as required
- Improve one's own practice through training, observation, evaluation and discussion with colleagues
- Recognise one's own strengths and areas of expertise and use these to support others
- Contribute to the identification and execution of appropriate out-of-school activities, which consolidate and extend the school activities

### **Tasks Specific to the Role**

- To maintain and develop high standards of personal care under the direction of the Director of Care and/or management team within the school
- To assist with the supervision and feeding of pupils and students during the lunch time period
- To contribute to the overall development of the school and its young people by attending and contributing to staff meetings and training where appropriate

### **Skills and Qualifications**

- The ability to lift manually and with any hoist equipment provided (after training)
- The ability to work as part of a team
- The confidence to work on and off site with young people
- The ability to work to deadlines
- The ability to communicate, both orally and in written form, with a range of parties including parents, teachers and classroom support assistants and para-medical staff
- The ability to feed and supervise young people (after training)

### **Personal Qualities**

- To be able to demonstrate empathy with young people who have a range of learning and physical needs
- An understanding of equal opportunities and high expectations for all pupils and students
- To have a sense of humour and to be able to work as part of a dedicated team

### **Other Duties**

This job description is not intended to be all-inclusive and the job holder may perform other related duties as directed by the Director of Care to meet the needs of the organisation.

### **Equipment, Tools, Physical or Special Requirements**

- Ability to maintain regular, punctual attendance consistent with the school's expectations and policies
- Cross site travel may be required
- Adoption of professional standards of behaviour and appearance at all times in line with school protocols
- Ability to perform the essential job functions including manual handling after training.
- Compulsory training kept up-to-date

PLEASE SUBMIT EVIDENCE OF PREVIOUS EXPERIENCE, SKILLS AND ABILITIES  
**ONLY AGAINST THE CRITERIA EMBOLDENED BELOW**

Person Specification	
Selection Criteria	Assessed by
<b>Education, Qualifications &amp; Training</b>	
<ul style="list-style-type: none"> <li><b>Good numeracy/literacy skills</b></li> <li>Appropriate knowledge of First Aid and willingness to achieve a First Aid at Work Certificate (where appropriate)</li> </ul>	Application Form Interview
<b>Knowledge &amp; Experience</b>	
<ul style="list-style-type: none"> <li><b>Experience of health and care work with adults or children including personal care duties. Work in an educational establishment would be advantageous</b></li> </ul>	Application Form Interview
<b>General Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>to relate well to young people and adults</li> <li>familiar with the use of basic technology – computer, photocopier etc.</li> <li>to work constructively as part of a team, understanding roles and responsibilities and your own position within these.</li> <li>to constantly improve own practice/knowledge through self-evaluation and learning from others</li> </ul>	Application Form  Interview
<b>Specific Work Skills</b>	
<ul style="list-style-type: none"> <li><b>the ability to lift manually and with any hoist equipment provided (after training)</b></li> <li><b>the ability to feed and supervise young people (after training)</b></li> </ul>	Application Form Interview
<b>Decision Making</b>	
<ul style="list-style-type: none"> <li>demonstrate balanced and fair judgement</li> </ul>	Application Form Interview
<b>Self Management Skills</b>	
<ul style="list-style-type: none"> <li>prioritise and manage own time effectively</li> <li>work consistently to deadlines</li> <li>set and achieve challenging but realistic goals</li> <li>take responsibility for one's own professional development</li> </ul>	Application Form  Interview
<b>Communication Skills</b>	
<ul style="list-style-type: none"> <li>listen to and understand the views of others</li> <li>make points clearly</li> <li>communicate effectively, orally and in writing, to a range of audiences</li> <li>consult and negotiate to achieve specific objectives</li> <li>establish and manage good communication systems</li> <li>contribute to department meetings effectively</li> </ul>	Application Form  Interview

**Any candidate with a disability who meets the essential criteria will be invited to interview**