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**The Bridge School is an all age (4 to 19 years) provision for pupils with severe/profound and complex learning difficulties. Many pupils have additional needs such as autism, physical disabilities, medical needs, challenging behaviour and sensory impairments, etc.**

**Hydro/Personal Care Assistant Scale 1 (Post no: 2051)**

**Job Description**

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| **Job Purpose** |
| * To support pupils/students in their personal care and access to hydro/swimming throughout the nursery and school. * To carry out other duties as may be reasonably required by Head Teacher |
| **Major Tasks** |
| * To work at all times according to the school aims/policies, staff handbook and Code of Conduct * To change pupils/students for hydro/swimming sessions * To manage the personal care needs of pupils/students in school, including toileting, feeding and changing pupils/students and to carry out other duties as may be reasonably assigned by Head Teacher. * To supervise in the water for hydro/swimming sessions if required. * To support pupils/students in school in relation to learning/additional needs including physical, emotional, medical sensory etc. * To promote good relationships with pupils/students, colleagues, parents, other professionals and visitors to the school * To complete any required recording * To support pupils at lunchtime in eating and leisure periods ensuring feeding profiles and care plans are implemented. * To safeguard and promote the welfare of pupils at all times. In accordance with school ethos and policies. * To understand your responsibilities to ‘promote children’s welfare’ and have a ‘child-centred approach. * To deliver and support pupils’ learning in the most effective way working with multidisciplinary teams and implementing their advice and any agreed programmes. * In the event that the pool is not in operation, other duties would be allocated including working in class in line with the Teaching Assistants Job Description. * Be aware of and support difference and ensure equal opportunities for all. * Contribute to the overall ethos/work/aims of the school. * To attend 5 PD days a year. * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English as stated in the person specification. |
| **Contacts & Relationships** |
| * The post holder must pass on any relevant information regarding events during the supervision period to the member of staff responsible for the class group (e.g. teacher/ Senior Teaching Assistant or HLTA). * The post holder must provide high standards of care to the pupils and treat the pupils with dignity and respect at all times. * Positive Interacting with pupils and playing with the pupils or engaging with older pupils in their leisure activities is a very important part of your job. * To ensure that confidentiality is maintained with any interactions with others within and outside of school e.g. parents/ carers at all times. Any queries should be directed to class teacher or member of Senior Leadership Team. This applies when employed and post employment. |
| **Creativity** |
| * As requested by the line manager, the post holder will be required to undertake their routine duties in order to address specific requirements of the role. * The post holder will also need to answer routine queries from the children and classroom staff as necessary * To engage with pupils * To complete any required recording |
| **Decisions** |
| * Decisions of a routine nature will be made within the duties of the role but the decision making responsibility will be the responsibility of the line manager * All decisions are in the context of school policy and procedures. * The post holder must be familiar with the needs of any pupil they are asked to supervise at any time and ensure they ask if unsure * The post holder must be familiar with the Fire Drill/ Emergency Evacuation procedures if moved to another area of school at any time * The post holder must follow the Safe-guarding policies and procedures of the school |
| **Management & Supervision** |
| * No management or supervisory responsibilities |
| **Supervision Received** |
| * The post holder will be responsible to the lead member of staff of a session and to the overall line manager. |
| **Complexity** |
| * To carry out the supervision of children reporting any events/observations/concerns etc. during the periods to the relevant line manager or school staff. * The post holder will be required to work as part of a team but may be required to carry out a specific task as directed by the line manager. * To be able to work effectively with pupils with severe/profound needs, many who have additional needs which may include complex medical needs, physical disabilities, challenging behaviour, communication difficulties, sensory impairments etc * Need to understand the range of roles and responsibilities in school * Need to be able to complete tasks such as hoisting, moving and handling, using pupil communication aids etc or other tasks as required to support pupils. * To be able to understand and follow specific guidance for a pupil e.g. to follow instructions on behaviour support plan, medical needs plans/ feeding profiles, advice of other professionals etc. |
| **Resources** |
| * To maintain confidentiality in all areas of communication including ensuring guidance in social networking is adhered to at all times, including the staff code of conduct whilst in employment and post-employment. * To ensure that any class resources are used appropriately and that any loss or breakages are reported immediately and removal from pupil access if necessary * To ensure that the Data Protection Policy is adhered to at all times. |
| **Impact** |
| * Pupils will be safe at all times * Pupils to be supported to have a meal * Pupils’ health and well-being needs will be met * Pupils will be supported to have a pleasurable lunchtime * Pupils will be supported to make progress and achieve * The school ethos and aims are achieved |
| **Physical Demands** |
| * Post holder needs to be physically/emotionally fit to be able to carry out the skills needed for the post in relation to the varied needs of the pupils which includes (but not exclusively):   + Being able to push wheelchairs   + Being able to support moving and handling of pupils   + Being able to work in both outside and inside environments   + Being able to supervise pupils whose behaviour can be challenging and active   + Be resilient to work with pupils e.g. those whose behaviour may be challenging or those who may be life limited   + To be able to support pupils in a swimming or hydro pool |
| **Working Environment** |
| * The role requires post holder to work outdoors and indoors * The role requires the post holder to work with pupils who may present behaviour that can be challenging verbally and/or physically * The role requires the post holder to work with pupils who have complex medical/ sensory/ physical difficulties and may be life limited * The Post-holder will work in the environment of hydro-therapy pool and may at times also go in the pool to support pupils |
| **Emotional Context** |
| * The post holder needs be able to work with pupils who have severe/ profound learning disabilities and may have additional needs including complex medical needs/ behavioural difficulties, pupils who may have life-limiting conditions. |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be expected to actively follow all school policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.  The postholder will ensure that they promote the safeguarding and welfare of all children in line with Keeping Children Safe in Education, the Statutory Framework for the Early Years Foundation Stage and Working Together to Safeguard Children’  The post holder will be flexible with their working times in the event of an emergency situation.  Holidays must not be taken in term time.  Please ensure you have and are familiar with the current staff handbook – a copy will be issued to you on induction day. You can also locate a copy in the staff room or from the admin team.  You must also ensure that you are familiar and adhere to the terms and conditions of your contract |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Willingness/commitment to learn through induction programme * NVQ qualification in relevant area English Level 2 (desirable) |
| **Experience** | * Experience of working with children * Experience of carrying out personal care * Experience of working with Pupils with SLD/PMLD (desirable) * Experience of working with young children (desirable) * Experience of care role (desirable) |
| **Knowledge** | * Safeguarding * Health and safety * The needs of pupils within the school |
| **Skills** | * The ability to work as a member of a team * Excellent communication skills with children, colleagues and professionals * Excellent interpersonal skills * Ability to follow instruction * Ability to carry out tasks independently * Good level of literacy skills/ability to keep necessary records and to read and follow plans * Ability to implement training * The ability to orally communicate effectively with pupils * Very good understanding of use of spoken English in order to receive and give instructions which enable health & safety procedures to be complied with * Willingness to be flexible |
| **Personal style & behaviours** | * Punctual, courteous, encouraging and vigilant * Appreciative and supportive of the roles of other professionals * Develop good relationships with others by behaving with integrity, treating people with respect and leading by example * A genuine desire to work with pupils with SLD/PMLD * Commitment to work with pupils of all age with the provision * Calm/Stable demeanour to respond consistently to pupils who have additional needs * Ability to carry out role and post * Physical ability to carry out moving and handling of pupils and manual handling and to implement training/policies * Physical ability to work with pupils including pupils with challenging behaviour * Willingness/ability to carry out personal care and support pupils with medical needs * Willingness/ability to change pupils/students for hydro/swimming sessions * Willingness/ability to supervise in the water for hydro/swimming sessions * Willingness/ability to train in specialist areas such as signing relevant to individual pupils * Willingness/ability to support pupils at lunchtime and follow feeding/care profiles * Calm approach to working with pupils with PMLD and SLD * Enthusiastic and positive attitude to children and young people * Desire to make a positive contribution to life of the school |
| Fluency Duty | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.  • This post has been assessed as requiring C1 level under the  Common European Framework of Reference for Language  (CEFR).  • Can understand a wide range of demanding, longer clauses,  and recognise implicit meaning.  • Can express ideas fluently and spontaneously without much  obvious searching for expressions.  • Can use language flexibly and effectively for social, academic  and professional purposes.  • Can produce clear, well-structured, detailed text on complex  subjects, showing controlled use of organisational patterns,  connectors and cohesive devices. |
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This post has been assessed as requiring C1 level under the Common European Framework of Reference for Language (CEFR).

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_

The current hours are Mornings 9.00am - 1.15pm, or Afternoons 11.45am - 3.00pm

Term time plus 5 PD Days.

Holidays must not be taken in Term Time.

Please ensure that you have and are familiar with the current staff handbook- a copy will in the staff room and can be accessed from admin team. You must also ensure that you are familiar and adhere to the terms and conditions of your contract, including the staff code of conduct.

**Please sign and date and return to Admin Office asap**