

JOB DESCRIPTION

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| **POST:** | **Health Care Assistant /Learning Support Assistant** |
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| **WORKING HOURS:** | **Variable Annual Hours** |
| **GRADE:** | **Support Scale 4, Point 21** |
| **SALARY:** | **£22,429 Pro Rata** |
| **DATE:** | **April 2024** |
| **PURPOSE OF POST:** | **To provide health, learning and well-being support and assistance to Foundation Independence Hub students who have identified care and learning needs** |
| **RESPONSIBLE TO:** | **Independence Hub Manager** |

A key role is to support students with significant care needs and work under the instruction/guidance of teaching staff to enable access to learning for students.

JOB DUTIES:

**Personal Care**

* Provide high levels of personal care showing respect for dignity of individuals.
* Able to undertake intimate personal care.
* Manual Handling
* Implementation of physiotherapy programme (In collaboration with external Physiotherapists)
* Stoma bags – a knowledge of Stoma bags would be desirable but not essential.
* Catheters – A knowledge and understanding of supporting learners who self-catheterise (if required)
* First Aid
* Mental health first aid
* Administer medicine.
* Willing to undertake training for specialist individual needs for young people studying at the college.

**Supporting the Student**

* From existing documentation and the student profile and in consultation with tutor, identify a range of strategies for supporting individual students.
* Taking into account the particular needs involved, aid the student(s) to learn as effectively as possible both in group situations and individually by, for example:
* Clarifying and explaining instructions
* Ensuring student(s) are able to use equipment and resources provided.
* Motivating and encouraging the student(s) as required
* Helping students to concentrate on and finish work set.
* Helping students to organise and assemble work .
* Liaising with tutors to support differentiated learning to meet particular learning needs.
* Supporting students to access required areas around the college.
* Provide support for student’s specific hygiene/medical and personal care needs. This may include support with intimate care in respect of toileting, dressing, washing and eating.
* Establish a supportive and constructive relationship with the student(s) concerned and interact according to individual needs.

**Supporting the Tutor**

* Contribute to the maintenance of student progress records by feeding back to the tutor in relation to progress and achievement of students, including reference to attitude and behaviour.
* Assist in administering routine tests, invigilate exams and act as reader/scribe in exams, as appropriate.

**Supporting the Curriculum**

* Support learning activities and develop students’ competence and independence in its use including ICT skills.
* Prepare and use equipment/resources.

**Supporting the College**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate internal nominee.
* Be aware of and support difference and ensure students have equal access to opportunities to learn and develop.
* Contribute to and support the overall ethos/work/aims of the College.
* Appreciate, support and respect the role of other professionals.
* Attend and participate in relevant team meetings and in-service training.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of students out of lesson times, including before and after the College timetable and at break times, as needed.
* Accompany teaching staff and students on visits, trips and out of College activities as required and take responsibility for a group under the supervision of the teacher.
* Take note of and comply with College HR procedures for reporting absences, lateness, etc.

**The Post holder will:**

* Contribute to the development of a College culture that supports our vision and core purpose, core values and strategic priorities
* Work with integrity, openness and honesty to create a self-critical culture that strives for excellence.
* Value and support individuals and teams to achieve the College’s priorities and targets.
* Support the fulfilment of College’s Tertiary vision to offer a range of provision to meet the needs of our community and learners.
* Provide support for inspiring and challenging education and training for all learners.
* Monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible and regularly review, adapt, and improve systems and procedures.
* Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equality Scheme and Action Plan.
* Champion the College’s commitment to quality assurance and improvement
* Attend and contribute effectively to all relevant Corporation and College meetings.
* Be involved in general College activities and other such duties as may be requested by the Principal or Corporation, commensurate with the post.
* Carry out all duties with due regard to Health and Safety
* Ensure compliance with all College Regulations
* Set a high standard of professionalism at all times.

*The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and in, addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.*

*Your duties will be as set out in the above job description but please note that the College reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.*

This job description is current at the date shown but in consultation with the post holder it is liable to variation to reflect or anticipate changes related to the job. You will be consulted about any proposed changes.

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| Signature of post holder: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**PERSON SPECIFICATION**

**JOB TITLE:** Health Care Assistant/Learning Support Assistant **POST NO:**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **EDUCATIONAL**  **QUALIFICATIONS/ATTAINMENTS** | Educational qualifications to GCSE standard in Maths, English  Level 3 National Extended Diploma in Health and Social Care or  Level 3 National Diploma in health and social care or  NVQ Level 3 in Adult health and social care | Level 3 teaching and learning qualification in schools |
| **EXPERIENCE**  **REQUIRED** | Experience in working in a healthcare environment (this is preferable over a social care environment) specialist schools, one to one specialist support | Work with young people either through voluntary work, paid employment, or family life.  Experience of planning, implementation, and monitoring of personal care plans |
| **SPECIAL**  **KNOWLEDGE OR**  **TRAINING** | Able to relate well to students with a diverse range of needs.  Safe Manual Handling  Experience of using hoists and related equipment for personal care  Able to undertake intimate personal care.  Catheters – A knowledge and understanding of supporting learners who self-catheterise (if required)  Implementation of physiotherapy programme (In collaboration with external Physiotherapists)  First Aid  Mental health first aid  Safe handling and administration of medication  Willing to undertake training for specialist individual needs for young people studying at the college | Certificate in safe handling of medication or equivalent  Buccal Midazolam Training  Knowledge of relevant policies and legislation including Safeguarding  Makaton  Knowledge of ASC, Hearing Impairment, Visual Impairment, Physical Disability  A knowledge of Stoma bags would be desirable but not essential. |
| **ABILITIES,**  **SKILLS &**  **PERSONAL**  **QUALITIES** | Punctual and reliable  Ability to communicate and establish rapport with young people and colleagues.  Ability to work as a member of a team.  Patience and humour  Empathy  Flexibility and adaptability  Ability to work independently as well as within a team. | Able to manage students with emotional, behavioural and learning needs. |

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| **RELATIONSHIPS** | Able to build and maintain stable, productive and appropriate relationships with students and staff boundaries.  Recognising and implementing professional boundaries at all times. | |  |
| **MOTIVATION** | A desire to work with and support the learning of young people and facilitate student integration. |  | |
| **SPECIAL**  **CIRCUMSTANCES** | Willingness to be flexible as to working hours according to the needs of the students. |  | |