



# CITY of SHEFFIELD

## JOB DESCRIPTION

<b>CHILDREN, YOUNG PEOPLE AND FAMILIES</b>	<b>This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</b>
<b>SCHOOL</b>	
<b>POST TITLE</b>	<b>PERSONAL CARE SUPPORT WORKER</b>
<b>GRADE</b>	<b>5</b>
<b>RESPONSIBLE TO</b>	<b>HEADTEACHER</b>
<b>RESPONSIBLE FOR</b>	
<b>PURPOSE OF JOB</b>	<b>TO PROVIDE PHYSICAL, EMOTIONAL AND PSYCHOLOGICAL SUPPORT TO PUPILS IN ACCORDANCE WITH THE SPECIFIED PROTOCOLS, POLICIES AND CARE PLANS TO ENABLE ACCESS TO LEARNING FOR PUPILS AND TO ASSIST THE TEACHER IN THE MANAGEMENT OF PUPILS</b>
<b>RELEVANT QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• <b>VERY GOOD LITERACY/NUMERACY SKILLS – equivalent to Level 2 in English and Maths</b></li> <li>• <b>NVQ 3 IN HEALTH AND SOCIAL CARE</b></li> <li>• <b>PREVIOUS EXPERIENCE PROVIDING RELEVANT PERSONAL/SOCIAL CARE</b></li> <li>• <b>APPROPRIATE FIRST AID TRAINING</b></li> </ul>

The post holder must at all times carry out his/her responsibilities within the spirit of City Council and School policies and within the framework of the Education Act 2002 with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Schools.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **4 SUPPORT FOR PUPILS**

2. Supervise pupils and attend to their personal needs and implement personal programmes including social, health, physical, hygiene, first aid and welfare matters. Specifically:
  - Gastrostomy tube feeding and cleaning of tube in accordance with the care plan for the child and appropriate training
  - Intermittent catheterisation and catheter care including insertion of tube
  - Changing of catheter bags and cleaning of tubes
  - Colostomy/Stoma Care
  - Bathing/Showering
  - Denture cleaning and nail cutting
  - Head lice inspection and treatment (in conjunction with parents/carers)
  - Mouth or nose toilet
  - Toileting including wiping/cleaning of pupil
  - Application of splints, braces, corsets etc
  - Assistance in the transfer to and from vehicles and wheelchairs and mobility devices in accordance with manual lifting and handling procedures
  - Occupational therapy and physiotherapy as directed by health professionals
  - Draining exercises for pupils with cystic fibrosis
  - Basic life support/resuscitation
  - Emergency treatments covered in basic first aid training
  - Supervise and support pupils ensuring their safety and access to learning including visits to other establishments
  
10. Administer medication in accordance with the policy and procedures for medication including:
  - Receipt, checking, logging and safekeeping of medication
  - Oral prescribed medication
  - Administering prescribed medication in pre-measured dose via gastrostomy tube
  - Rectal diazepam and medazolam in a pre-package dose
  - Administration of Buccal or intra-nasal Medazolam
  - Assistance with inhalers, insufflation cartridges and nebulisers
  - Administering ear, nose and eye drops and general eye care
  - Medipens (EpiPens and Anapens)
  - Topical prescribed medication
  
11. Provide medical assistance to the pupil including:

- Assist the user with oxygen administration
  - Tracheotomy care in line with agreed protocol
  - Assist pupils with blood samples using glucometer and readings for assessment of resultant medication
12. Accompany and support pupils between home, school, respite or hospital.
  13. Establish constructive relationships with pupils, parents and carers and interact with them according to individual needs including support for pupils in distress
  14. Promote the inclusion and acceptance of all pupils
  15. Encourage pupils to interact with others and engage in activities led by the teacher
  16. Set challenging and demanding expectations and promote self-esteem and independence
  9. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

## **5 SUPPORT FOR THE SCHOOL**

12. 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 person
13. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
14. Contribute to the overall ethos/work/aims of the school
15. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
16. Attend and participate in regular meetings
17. Participate in training and other learning activities as required
18. Recognise own strengths and areas of expertise and use these to advise and support others
19. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
20. Undertake planned supervision of pupils' out of school hours learning activities
21. Supervise pupils on visits, trips and out of school activities as required including attendance at other educational establishments
22. Any other related duties as they may arise.

## **6 SUPPORT FOR THE TEACHER**

1. Provide support for the teacher to create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work

## **7 SUPPORT FOR STAFF**

1. Provide support and supervision to the Personal Care Assistant on a day to day basis ensuring appropriate guidance and training is provided.