



JOB DESCRIPTION

POST TITLE: HEALTH CARE ASSISTANT (TERM TIME ONLY)
(MATERNITY COVER)
POST NUMBER: WREQ1463
GRADE: HAY 10

JOB PURPOSE

To support students in the College setting, including students with life threatening conditions. The post-holder will contribute to the provision of a safe, healthy and educationally valuable environment for those students who have identified additional personal, social and/or health care needs.

The post-holder will work in partnership with parents and all staff within the College setting to ensure students gain the optimum benefit from being in the College setting.

DUTIES AND RESPONSIBILITIES

As post-holder, you will be responsible to the Student Welfare and Pastoral Support Services Manager for the following:

- Establish and maintain effective relationships with students;
- To provide essential care to students as identified within the Health Care Plan and in agreement with the main carers of the students and the College;
- To formulate Health Care Plans in agreement with parents/carers, students and outside agencies, and monitor as required;
- Apply simple first aid and administer controlled drugs, where authorised to do so, and attending to their personal care needs as necessary;
- At times there may be a need to escort named students to and from home to College;
- Log in medication on arrival at College, keep in safe storage and administer routine prescribed and non-prescribed medication;
- Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the College. Provide effective support for all other members of the College staff by sharing own knowledge and expertise in a professional and constructive manner;
- Take an active role in supporting and developing a culture of team working for the benefit of students, both individually and collectively;

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- Attend multi-agency reviews and meetings to discuss health care plans – monitor and ensure these plans are in place and update as necessary;
- Pro-actively develop the area and work under own initiative;
- Organise and deliver change to PSD tutorials and staff development activities where appropriate;
- Effectively share good practice across the College;
- Provide reports, data and other information on a monthly basis;
- Support students to enable them to reach their full learning potential and progress onto meaningful destinations;
- Work in partnership with outside agencies including; Schools, YES., Adult Services, etc., to ensure a seamless transition;
- Work with Welfare to support attendance and retention working towards the collegiate target of 90%.

GENERIC DUTIES

In addition to the requirements of the post above, all members of the Health Care Team are required to:

- Develop and maintain effectiveness as a member of the College staff by taking responsibility for own continuing professional development;
- Work in partnership with all professionals involved with the care of the students;
- Participate in all relevant training and development opportunities to ensure all care needs can be met;
- Undergo regular assessment and re-assessment of skills and competencies according to the changing needs of students;
- Identify any unmet training needs to ensure that all the students' agreed care needs can be met;
- Seek and receive advice and support from health professionals as appropriate;
- Adhere to all policies and procedures of the College working to set protocols and guidelines for related areas;
- Complete any other duties reasonably assigned by the Welfare and Support Services Manager.



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HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service applies.

SALARY

Hay 10 Scale, Points 18 to 21: £15,675.82 – £17,469.47 per annum (actual).

HOURS

Hours of attendance: 37 hours per week.

The post is term-time only (39 weeks – academic year), working 37 hours per week. Holidays must therefore, be taken outside the terms of the academic year. The post holder may, on occasions, be required to work irregular hours.

SPECIAL NOTES AND CONDITIONS

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post.

The post holder may be required to move between sites on either a permanent or temporary basis.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| Five GCSEs at grade C or above (or equivalent) including English Language and Mathematics. <i>All applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i> | ✓ | |
| Relevant Level 2 Healthcare Qualification. | ✓ | |
| Previous experience of working with students, preferably in an educational setting and also a caring role. | ✓ | |
| Previous experience of working in a caring role. | ✓ | |
| Experience of working with young people. | ✓ | |
| Excellent organisational and administrative skills, including some basic ICT Skills. | ✓ | |
| Excellent interpersonal skills and the ability to work as a team. | ✓ | |
| First Aid Qualification, or willingness to attend first aid course. | ✓ | |