|  |  |
| --- | --- |
| **Job Title:** | Care Assistant |
|  | |
| **Salary:** | SCP Band 2 pro rata – actual starting salary £12,625 |
|  | |
| **Hours of Work:** | 32.5 hours, Term Time only on a fixed term basis |
|  | |
| **Job Purpose:** | To provide a high standard of care and support to the pupils |
|  | |
| **Accountable to:** | Foundation Stage Coordinator |
|  | |
| **General Responsibilities and Key Tasks** | * Assisting with the personal care of all pupils and those with specific medical needs and care plans   + Support for personal hygiene which includes toileting   + Providing practical and personal assistance to pupils with identified physical needs * Providing general support in the classroom both indoors and outdoors * Assisting with basic administrative tasks with regards to a high standard of presentation of pupil’s work * Supporting pupils on off-site visits * Provide lunchtime support and assistance to pupils * Attendance at weekly team meeting * To be aware of and follow all school policies and procedures, in particular the school’s child protection policy and the school’s equality policy * The appointee will be required to encourage acceptance and inclusion of children with special needs, promoting and reinforcing the child’s self- esteem whilst maintaining professionalism and confidentiality at all times * To be fully first aid trained and undertake any update training as required * To be trained in fire safety and undertake training as required |

|  |  |
| --- | --- |
|  | Perform any task or duty under the reasonable direction of the Headteacher and policy |
|  | |
| The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder. | |