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| **Job Title:** | Care Assistant  |
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| **Salary:** | SCP Band 2 pro rata – actual starting salary £12,625 |
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| **Hours of Work:** | 32.5 hours, Term Time only on a fixed term basis |
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| **Job Purpose:** | To provide a high standard of care and support to the pupils  |
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| **Accountable to:** | Foundation Stage Coordinator |
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| **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
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|  | Perform any task or duty under the reasonable direction of the Headteacher and policy  |
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| 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. |