

# THE SMITH FOUNDATION

## JOB DESCRIPTION

### HEALTH CARE ASSISTANT

<b>CONTRACT TERM:</b>	<b>Permanent</b>
<b>SALARY:</b>	<b>NJC pt. 8-16 £22,777 to £26,357 FTE, pro-rated at £11,097.54 to £12,841.81 (dependent upon experience)</b>
<b>CONTRACT TYPE:</b>	<b>Term Time only (20 hours per week plus 1 week training and 2 weeks holiday cover)</b>
<b>RESPONSIBLE TO:</b>	<b>Occupational Health Nurse and Health and Wellbeing Nurse</b>
<b>LOCATION:</b>	<b>Working over 3 sites</b>

#### **PURPOSE OF JOB:**

As a Health Care Assistant at The Smith Foundation, you will play a vital role in providing support to students with diverse and complex health care needs. You will work closely with the Foundations healthcare team, teachers, and other staff members to ensure the well-being, safety, and optimal learning environment for students with special needs. This role demands compassion, patience, and a strong commitment to the physical and emotional well-being of young people within our care.

To embrace and support the Foundation's Quality of Life and Positive Behaviour Support ethos throughout your role as a member of the whole Foundation community; as part of this, there is an expectation that all staff play an integral part in our key working structure.

To ensure all work is delivered in line with the Foundation's procedures and policies regarding best practice, health and safety and safeguarding.

To have a positive attitude and mind-set, embracing the positive physical and mental health and wellbeing ethos. This includes role modelling self-care and reflection as part of our wider curriculum.

To promote and celebrate diversity, collaboration, and equality in the Foundation at all times.

#### **DUTIES AND RESPONSIBILITIES:**

##### **SPECIFIC AREAS OF RESPONSIBILITY**

- Complete and implement intimate care plans as well as assisting with intimate and personal care.

- Monitor and administer medication to our young people as prescribed, following established protocols and maintaining accurate records.
- Provide emotional support to our young people, helping them manage anxiety, stress, or challenging behaviours.
- Collaborate with therapists and healthcare professionals to implement individualised care plans.

## **GENERAL**

- Recognise and respond promptly to emergency situations, such as seizures or allergic reactions, following The Smith Foundation policies and procedures.
- Help our young people use specialised equipment and assistive technology devices as required for their specific needs.
- Ensure the proper maintenance and cleanliness of healthcare equipment and facilities.
- Promote a safe and hygienic environment, following infection control practices and hygiene protocols.
- Assist in lifting and transferring our young people, using proper techniques and equipment to prevent injury.
- Maintain detailed and accurate records of student health and care activities.
- Report any changes in condition to appropriate personnel and participate in care planning meetings.
- Work closely with teachers, therapists, and support staff to ensure a holistic approach to student development.
- Attend staff meetings and training sessions to stay updated on best practices and foundations policies.
- This position typically operates within the school and college facilities, including classrooms, healthcare rooms, and therapy areas.
- May require lifting, bending, and assisting with physical transfers of students.
- The job may involve occasional exposure to medical conditions and bodily fluids
- Infection control
- Oral hygiene
- Accompany students to medical appointments and therapies, as required.

## **OTHER SPECIFIC DUTIES**

- To attend meetings, training courses, learning and development days and conferences as appropriate in order to carry out duties
- To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of The Smith Foundation.
- Keep abreast of knowledge of relevant health care law, regulations and best practice Pursue opportunities for professional growth and training in areas related to special education and healthcare.
- Establish effective working relationships with colleagues and professionals.
- Communicate with healthcare providers, families, and school staff to ensure continuity of care and necessary adjustments to support plans.
- Maintain a regular and up to date record of any completed learning and development activities

**Safeguarding:**

The Smith Foundation has an effective child protection policy which provides clear direction to staff and others about expected codes of behaviour in dealing with safeguarding issues. The Smith Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidates will be subject to an Enhanced Disclosure & Barring Service background check (you are applying for a position working in regulated activity). The Smith Foundation is also committed to promoting the spiritual, moral, social and cultural development of both students and staff and reflects life in Modern Britain.

**Review**

This Job Description is subject to review and may be amended at any time after consultation with you.

**Signed** .....  
**Health Care Assistant**

**Date** .....

**Signed** .....  
**Damien Talbot (Designated Safeguarding Lead)**

**Date** .....