



# JOB DESCRIPTION

**POST TITLE:** HEALTH CARE ASSISTANT (30 HOURS; TERM-TIME ONLY)  
**POST NUMBER:** WREQ1957  
**GRADE:** HAY 9 SCALE

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## **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.

## **KEY TASKS/DUTIES**

The person appointed will be responsible to the Student Welfare & Pastoral Support Services Manager for the following:

- To establish and maintain effective relationships with students.
- To provide essential care to students as identified within 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.
- Specific training for named students cared for by the one-to-one Health Care Assistants in order to provide support as the College Health Care Assistant - Procedures would be assessed by the nurse and passed on as appropriate when manifested by individual students.
- Escort named students to and from home to College when required.
- Log in medication on arrival at College, keep in safe storage and administer routine prescribed and non-prescribed medication.

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- 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.
- 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.
- Organise and co-ordinate student individual support programmes.
- Provide high quality initial needs and access arrangement assessments to identify support requirements.
- Maintain the Additional Learning Support documentation in order to meet the funding guidance for students in receipt of ALS.
- Review and evaluate individual support programmes and develop systems to monitor their effectiveness.
- 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.
- Liaise with appropriate lecturers and Specialist Support within the Faculty and across the college.
- Work in partnership with outside agencies including; Schools, YES. Adult Services etc to ensure a seamless transition.
- Keep up to date with the Additional Learning Support Funding Guidance.
- Contribute and develop of materials and self-study packages as appropriate.

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## GENERIC TASKS/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.
- To meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures;
- Comply with Information Security requirements, in line with Weston College policy;
- To undertake such duties as may be reasonably required commensurate with the grade of the appointment.

## HEALTH AND SAFETY

All representatives 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.



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## 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.

## CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

## **SALARY**

Hay 9 Scale, Points 22-26: £14,609.67 to £16,549.44 per annum (actual).

## **HOURS**

Hours of attendance: 30 hours per week, term-time only (39 weeks).

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

*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 and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in English and Mathematics, or be willing to undertake the qualification whilst in post.</i>	✓	
Relevant Level 3 Qualification, or a willingness to work towards.	✓	
Previous experience of working with students preferably in an educational setting and also a caring role.	✓	
Previous experience of working in a caring role.	✓	
An understanding of and commitment to Inclusive Learning and Disability Equality.	✓	
Knowledge and understanding of students with learning difficulties and/or disabilities and how these may affect the way students learn.	✓	
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 a willingness to attend a first aid course.	✓	