



GREENWOOD DALE FOUNDATION TRUST

JOB DESCRIPTION

Post title: PERSONAL CARE ASSISTANT

Reporting to: Principal through a Senior Leader/Associate Senior Leader

Purpose: The general duties will be to assist pupils with their day to day personal care needs and to work alongside other professional staff to further pupils' personal independence skills

The following information is furnished to assist staff joining the Greenwood Academies Trust to understand and appreciate the role they play in the organisation.

Main (Core) Duties:

- Working as part of a team in the development of personal care programmes for pupils.
- Assisting pupils in implementing their own personal care programmes during the school day, specifically in relation to practical support for:
 - personal hygiene – including intimate care
 - toileting and continence training
 - eating and drinking
- Provide practical assistance in relation to other identified physical needs e.g. transportation, dressing, grooming, meal times, organisation of learning equipment.
- Keeping records related to personal care in conjunction with the appropriate teacher/teaching assistant.
- Maintenance and cleaning of personal care equipment and materials, clothing etc. Maintenance of toiletry supplies.
- Provide personal assistance to identified pupil/pupils in physical/practical activities e.g. physical education, cookery, school visits, therapeutic treatments organised by the academy etc.
- Participate in staff meetings, in-service training and courses.

- Work in co-operation with other keyworkers involved in supporting the pupils' educational and health care needs under the guidance of the Class Teacher, SENCO, learning assistant.
- To carry out First Aid duties as and when required.
- Work within the framework of the academy's agreed policies and procedures.
- Undertake any other duties within the scope of the role.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.