



Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

## Job Description

### SEN Specialist – Intimate Care

#### Job Description

**PURPOSE OF THE JOB:**

To attend to pupils' personal needs, including social, health, hygiene, first aid and welfare matters through assisting with the development and implementation of Medical and Personal Care programmes.

To make a significant contribution in removing barriers to ensure pupils have equal access to the education whilst supporting the vision and direction of Guru Nanak Multi Academy Trust where innovation and inspirational learning for all is the core value.

#### Responsibilities and Tasks

**Support for Pupils:**

- Assist with the development and implementation of Medical Care Plans and Personal Care programmes.
- To attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters including intimate care and dealing with pupils bodily fluids.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Supervise and provide particular support for pupils with special medical needs, ensuring their safety and access to learning activities
- Establish constructive relationships with pupils and interact with them according to their individual needs.
- Promote the inclusion and acceptance of all pupils.
- Hold high expectations and promote self-esteem, well-being and independence.
- To liaise with pupils, their families and other professionals to ensure full medical history is gained and follow-up information is implemented as required.
- To attend to pupils personal needs, including social, health, hygiene, first-aid and welfare matters including intimate care as follows:
  1. Dressing and undressing (including underwear)
  2. Assisting a young person with the use of the toilet
  3. Changing continence pads

**Support for the school:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times including before and after school.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person
- To recognise own strengths and areas of specialist expertise and use these to advise and support others
- To support the Academy's mission statement, vision and strategic objectives
- To be responsible for promoting and safeguarding the welfare of children and young persons that the post holder is responsible for or comes into contact with.

**General:**

- To undertake any other duties commensurate with the post as may be required by your line manager or the Principal.

**Equal Opportunities:**

- The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the Academy's equal opportunities policies.

**Health & Safety:**

- In addition to the specific responsibilities of this post, every member of staff at Guru Nanak Multi Academy Trust will commit to:
- Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met
- Taking responsibility for all risk assessments and establish and manage a proactive Health and Safety Service throughout the Academy, in relation to the role.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.*



## Person Specification

### SEN Specialist – Intimate Care

#### EDUCATIONAL ACHIEVEMENT / QUALIFICATION / TRAINING

NVQ 2 for Teaching Assistants or recognised appropriate TA qualification or equivalent.	D
A commitment to continuing personal professional development.	E
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by test).	E
Training in the relevant learning strategies e.g. literacy.	D
First aid training	E

#### JOB RELATED KNOWLEDGE / APTITUDE / SKILLS

Experience of working with children (either paid or unpaid capacity) preferably in an education setting.	E
Evidence of specialism in working with SEND pupils, areas of particular learning difficulty and medical conditions.	D
Knowledge & understanding of the National Curriculum.	D
Understanding of behaviour management strategies.	E
Effective oral and written communication skills.	E
Skills in working with young pupils and in forming effective professional relationships with a wide range of contacts including parents and other external professionals.	D
Computer skills to support and maintain electronic information systems.	D
Understanding of relevant policies/codes of practice and awareness of relevant legislation.	E
Work constructively as part of a team, understanding team roles and responsibilities and your own position within these.	E

## EXPERIENCE

Working with or caring for children of relevant age.	E
Ability to deal with sensitive information in a confidential manner.	E
Ability to work in partnership with parents and teachers.	E
Compile risk assessments for children with medical needs	E

## PERSONAL QUALITIES

The ability to communicate effectively with a wide range of people, including children, staff, parents, governors & external agencies.	E
Flexibility, initiative and the ability to maintain a positive approach.	E
The ability to manage self & time well	E
A positive approach to performance management & self-improvement	E
Empathy with young people facing barriers to their learning as a result of medical conditions.	D
A commitment to helping young pupils achieve, through education and learning and the promotion of health, well-being and independence.	D
Ability to self-evaluate learning needs and actively seek learning opportunities.	E

## PHYSICAL

No physical requirements, however please note that the school is over two floors so stairs will be used regularly.	N/A
The job will require some lifting or physical manipulation of children whose mobility is restricted as well as bending and stretching, to complete intimate care tasks.	E

## EQUAL OPPORTUNITIES

A commitment to the promotion of equality of opportunity.	E
Commitment to safeguarding pupils	E

E: Essential    D: Desirable