

Job Description

Job title:	Healthcare Assistant
Responsible to:	Class Teacher / Health & Wellbeing Advocate
Responsible for:	N/A
Location:	Columbus School and College
Hours of work:	28.58 hours per week, term time + inset days
Salary:	SCP 12 - 17

Overview of the role:

The role of the Healthcare Assistant is to work under the direction of the Class Teacher and give care support to pupils with severe, profound and complex learning difficulties within the school.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

- To work as part of a professional team to support the work of teachers in raising standards to pupil outcomes
- Work collaboratively with colleagues as part of a professional team, working at all times within school policies and procedures
- Attend to personal care needs of pupils; this will include toileting, catheterization, other hygiene needs, help with dressing and/or assisting with feeding as required,
- Managing and supporting the medical needs of pupils such as administering emergency medicine and managing episodes of epilepsy.
- Under agreed school procedures to give first aid/medicine where necessary
- Providing practical assistance in relation to other identified physical needs such as mobility.
- Maintaining and cleaning personal care equipment and materials.
- Keep records related to personal care in conjunction with class teachers and school nursing team
- Keep records related to transportation of medication. Scanning onto the school database termly.
- Maintain PPE stock levels for the whole school.
- Build and maintain successful relationships with pupils
- Be able to use school data management systems such as SIMS and Google Drive, in line with school policies and procedures.
- Support the maintenance of the Asset register in relation to equipment provided by health services
- Assist with the preparation for school visits, prepare medical documents in liaison with visit leaders, EVJ coordinator and School nursing team.
- Liaise as necessary with parents and carer, using Class Dojo, in line with school guidelines and with outside agencies as appropriate.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties, and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others, and to appropriately report hazards, illnesses, or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our colleagues and volunteers to share this commitment. We adopt a strong, fair, and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, equity, diversity and inclusion:

At Lift Schools, we want all of our colleagues to feel included bringing their passion, creativity, and individuality to work. We value all cultures, backgrounds, and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience

Essential

- L2 qualifications - GCSE Maths and English (Grade 4) or equivalent.

Desirable

- L3 qualifications - A levels or equivalent.
- L6 qualifications - bachelor's degree or equivalent.
- L7 qualifications - master's degree or equivalent.

Knowledge and skills

Essential

- Evidence of an understanding of Health and Safety issues of working with pupils
- Good standard of spoken and written English and be able to communicate effectively with pupils and parents/carers

Desirable

- IT literacy with Google Workspace.
- Experience of working with children in a SEND school
- Working within a busy environment preferably in a school or health care setting

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| <ul style="list-style-type: none"> • Evidence of an ability to work collaboratively with teachers and others • Evidence of an ability to take responsibility and work with autonomy within set boundaries • Carry out all aspects of the role to a high standard • Communicate with pupils, colleagues, parents/carers and professionals in a clear, friendly and professional manner • Able to stay calm under pressure • Ability to record interactions accurately and timely • Ability to prioritise in a fast paced environment • Ability to maintain professional standards • Ability to work as part of a team and independently • The acknowledgement that this role is reactive in some instances and focussed on meeting pupil need | <ul style="list-style-type: none"> • Experience of working with a range of professionals • Working with vulnerable children and their families • Confidence in using SIMS |
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Leadership skills

Essential

- N/A

Desirable

- N/A

Personal attributes and behaviours

Essential

- Professional
- Reliable
- Adaptable
- Patient
- Compassionate

Desirable

- Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are:
 - Share ideas early, often, and honestly
 - Embrace constructive disagreement
 - Value ideas, not ego
 - Be curious and open to new ideas
 - Focus on facts and reason

Special requirements

- Successful candidates will be subject to an enhanced Disclosure and Barring Service Check.
- Right to work in the UK.
- Evidence of a commitment to promoting the welfare and safeguarding of children and young people.
- Show commitment and a forward-thinking approach to drive forward equality, equity, diversity, and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.