



Job profile

Job Title:	Education Health Care Assistant
Job No:	TO25GEN
Reports to:	Year Leader / SEND Leader
Location:	Court Lane Junior school, Portsmouth, but required to work at any academy where business is conducted that is within reasonable distance of the school.

Function of the post:

Providing practical and personal support to a child with complex health needs, you will closely monitor the child to ensure their wellbeing and support their learning and communication to maximise their educational and social opportunities.

Principal Accountabilities:

1. Provide personal and health care, health monitoring and basic therapy programmes determined by the appropriate external multi-agencies for the child. This will include liaising with school staff and multi-agencies as required to ensure the child's medical conditions are met. Attend to and administer the medical technology needs of the child/young person where necessary and for which they have received training.

Examples of typical health care/monitoring/therapy procedures undertaken by role holders include (but not exclusively): gastrostomy feeding, giving medication under supervision, respiratory physiotherapy and suction; changing tracheostomy, monitoring oxygen saturation (SATs) levels, administering oxygen, physiotherapy, speech therapy.
2. Develop an understanding of the specific needs of the pupil to be supported, contributing to and carrying out specific duties as outlined in the appropriate personal plan(s) for the pupil and work in a sensitive manner within the classroom setting to maximise integration with their peer group. Provide advice/support in this area to other members of the team as needed and as appropriate.
3. Aid the pupil's learning and social development, in liaison with the teaching professional services staff, as effectively as possible both in group situations and individually, inside and outside the classroom. This will vary depending on the needs of the child but could include for example (but not exclusively) clarifying and explaining instructions, ensuring the pupil is able to use the necessary equipment, creating an appropriate classroom setting, assisting with communication needs throughout the day i.e. Makaton and PECS.
4. Source and /or adapt appropriate resources in liaison with the class teacher to support the pupil to access the curriculum, e.g. differentiated learning equipment. Work with the appropriate member of staff and

external agencies to develop a suitable programme of support and regularly evaluate the effectiveness of those programmes to inform ongoing development and refinement of those programmes.

5. Establish a supportive relationship with the pupil and use appropriate techniques to promote/reinforce their self-esteem and foster increasing independence and/or self-management of their care needs.
6. Ensure the safety and comfort of the pupil at all times. Continually monitor the pupil's condition and act accordingly/put emergency procedures into action if there are signs that their condition is deteriorating.
7. Provide regular reports and updates on the pupils health and progress to educational and health care professionals, with due regard to confidentiality and data protection. Report any concerns immediately about the child or family situation using appropriate escalation routes and in line with school procedures.
8. Establish effective relationships with the pupil's family/carers, providing a contact point between the school, pupil and family/carers.
9. Accurately record and maintain relevant documentation following agreed standards and using the appropriate paperwork and maintain/follow the school's system for recording the monitoring of pupil's progress.
10. Work positively and effectively with internal and external colleagues in multi-agency settings to maintain effective working relationships and promote team working and assist education and health care professionals with the education, support and inclusion of the pupil.
11. Attend and assist and consider adaptations that will enable the child to fully participate in special activities and extra-curricular activities across the school, such as sports days, plays, concerts, open days, day trips, and educational visits.
12. All training sessions advised by the SEND Leader must be attended within the timescales defined and successfully completed.
13. On occasional when the child is not attending school you may be required to support other children with specific needs.

Other Duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Head of School. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Head of School.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code 2002.

Safer Recruitment:

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	<p>Qualified to A level /NVQ3 or equivalent level of qualification or experience</p> <p>Willingness to train or experience of supporting children with complex medical needs</p> <p>General awareness of the current Special Educational needs and disability Code of Practice</p> <p>Working knowledge of medical procedures in supporting individuals with complex needs, e.g. tracheotomy</p>	<p>Nursing qualification</p> <p>Knowledge of safeguarding & Health and Safety requirements within a primary school environment</p> <p>Awareness of EYFS and National Curriculum at KS1 and 2</p> <p>Specific knowledge relating to SEN interventions, particularly Makaton and/or PECS</p> <p>Paediatric first aid/ First Aid qualification</p>	<p>Application Interview References</p>
Skills	<p>Strong interpersonal and communication skills to build an effective working relationship with the child to promote inclusion and to be the advocate of the child as appropriate</p> <p>Ability to communicate effectively and build good working relationships with staff, parents, carers, other professionals and other stakeholders relevant to the post</p> <p>Ability to implement consistent and positive behaviour management strategies</p> <p>Problem solving skills that enable a pro-active and effective approach in supporting individual pupils for continued improvement</p> <p>Computer literate with the ability to positively promote the use of ICT in pupils learning</p>	<p>Ability to adapt the support to ensure personalised learning that is motivating, engaging and fun</p> <p>Relevant skills to follow and deliver teachers plans and intervention programmes plan successfully</p> <p>Relevant skills that enable effective review and feedback on a pupil's progress</p>	<p>Application Interview References</p>
Experience	<p>Evidence of adhering to strict administrative procedures in the recording and monitoring of information</p> <p>Evidence of establishing and maintaining positive relationships when supporting an</p>	<p>One to one, group and class Teaching Assistant experience in a primary school setting</p> <p>Experience of successfully delivering a specific programme</p>	<p>Application Interview References</p>

	<p>individual pupil or groups in different settings that encourages and enables pupil development</p> <p>Experience of administering medical support, ideally to young people</p>	<p>of support to an individual pupil, including Makaton and PECS</p> <p>Implementing strategies that promote positive behaviour in children</p>	
Personal attributes	<p>Empathy and understanding towards pupils with special-complex medical and educational needs that will support pupil's wellbeing.</p> <p>Positive and approachable, with patience and the presence to inspire confidence and trust, combined with an enthusiasm to see pupils progress and develop</p> <p>Remain calm in demanding and challenging circumstances, including emergencies, with the ability to be reflective, emotionally resilient, self-critical and to respond to feedback, understanding the need for confidentiality</p> <p>Ability to work effectively as part of a team and form positive relationships with pupils, parents and carers, colleagues and the wider community</p>	<p>Pro-active, enthusiastic and creative team player who is both adaptable and flexible</p> <p>Strong working ethos with a high level of commitment to the Academy and its values</p>	<p>Interview</p> <p>References</p>

December 2022

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