



SEN Personal Care Assistant Job Description

Job Purpose

To assist students with their day to day personal care needs and to work alongside other professional staff to further students' independence skills.

Key Responsibilities

1. Working as part of a team in the development of personal care for students
2. Assisting students in implementing their own personal care programmes during the school day, specifically in relation to practical support for :
 - Personal hygiene
 - Toileting and continence training
 - Eating and drinking
3. Providing practical assistance in relation to other identified physical needs e.g. transportation, dressing, meal times, organisation of learning equipment
4. Keeping records related to personal care in conjunction with the appropriate staff
5. Maintaining and cleaning personal care equipment and materials, clothing etc. Maintenance of toiletry supplies
6. Providing personal assistance to identified student/students in physical/practical activities e.g. physical education, cookery, school visits, therapeutic treatments organised by the school etc
7. Working in cooperation with other key workers involved in supporting the students' educational and health care needs under the guidance of the class teacher or other responsible officer
8. Carry out the role and duties of a First Aider in school

General Responsibilities

1. Work within the framework of the school's agreed policies and procedures
2. Participate in staff meetings, in-service training and courses
3. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms
4. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
5. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team