



School				
Job No.	Post Title	Grade	JE Pts	Date
X1485	<b>Enteral Feeding Support Assistant</b>	Grade 3	282 NJC	April 2009

### Statement of Purpose

The primary duty of the role is to support enteral feeding requirements of children and young people attending Blackfriars Academy following competency framework for training.

### Support to First Aid

- Under the direction of the school nurse administer medication including controlled medication.
- Maintain the MAR/Charts and controlled drugs registers.
- Responsible for logging in and out of school medication.
- Implement the school medication policy when administering and storing the medication.
- Report any concerns to the school nurse.
- To assist with some clinical procedures, as set out in the Care Plan and following appropriate training.
- To ensure accurate documentation of care as directed by qualified staff within the nursing care plan.

### Support to Pupils

- To undertake various aspects of care including personal care, assisting with dressing/undressing in the pool and assisting with self-help skills and independence.
- Support students in relation to moving and handling-e.g. Hoisting.
- Supervise and support pupils, ensuring their safety by complying with good H&S practice.
- Encourage students to interact with others and engage in activities led by the School Nurse.
- To demonstrate sensitivity to the child and family's needs by respecting privacy and dignity, whilst maintaining professional boundaries at all times.

### Support to Teacher

- Undertake routine administrative tasks, e.g. pupil record-keeping as requested.
- Support the School Nurse/Teacher in managing pupil behaviour, reporting difficulties as appropriate
- Appropriate liaison with parents on general student matters.

### Support to Curriculum

- Attend training sessions as required for CPD purposes and to ensure appropriate skill level is obtained to undertake role, e.g. behaviour management strategies.

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
  - To understand the use and care of specific equipment and maintain a safe environment at all times, ensuring any concerns are reported to a member of the Leadership Team or the Senior Teaching Assistant
  - Assist with the supervision of students at lunchtimes.
  - Contribute to the overall ethos/work/aims of the school.
  - To develop clinical competency and skills through the completion of competency based training, and to maintain skills through regular reassessment and training.
  - To work using own initiative under minimal supervision following a period of supervised practice.
  - Attend relevant meetings as required to ensure effective communication is maintained.
  - To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.
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- Participate in training and other learning activities and performance development as required. (See footnote 1).

**Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

**PERSON SPECIFICATION**  
**ENTERAL FEEDING SUPPORT ASSISTANT**

<b>Example key areas</b>	<b>Job requirements</b>	<b>How identified</b>
<b>Qualifications / training</b>	NVQ Level 2 or above in care	AF/I
	Evidence of continued learning and development.	AF/I
<b>Skills and Experience</b>	Demonstrate an understanding of Disability.	AF/I
	Demonstrate understanding of the scope of the role.	I
	Ability to recognise the importance of feedback to qualified nurses.	AF/I
	Able to generate written communication.	AF/T
	Demonstrate understanding of confidentiality and consequences of breaking confidentiality.	AF/I
	Awareness of Safeguarding issues.	AF/I

<b>Personal Qualities</b>	<p>Excellent verbal and written communication skills.</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Ability to demonstrate a commitment to team working and interagency working.</p> <p>Flexible approach to working.</p> <p>Good interpersonal skills.</p> <p>Able to relate to children and young people.</p>	<p>AF/T</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<b>Example key areas</b>	<b>Job requirements</b>	<b>How identified</b>
<b>Other job requirements</b>	<p>Able to organise own work.</p> <p>Willing and able to undertake training appropriate to the role.</p> <p>Awareness of Health and safety issues in the workplace.</p> <p>Computer literate.</p> <p>Ability to travel to work and other locations as required.</p>	<p>AF/I</p> <p>I</p> <p>I</p> <p>AF/T</p> <p>I</p>

**How identified** = application = AF; interview = I; test = T; presentation = P.

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and Attitudes to use of authority and maintaining discipline.***