

Job Title: Health and Welfare Support Assistant

Salary: Grade 3 (Term Time Only)

Date of Description: May 2018

Reporting Relationships

Responsible to: HWSA Lead, Lead Teacher for Systems and Class Teachers

Main Purpose

Provide general support in the care of pupils.

Supervision of Pupils

- Supervise and support pupils, ensuring their safety by complying with good H&S practice.

Support to Pupils

- Assist children in matters of personal needs and their general health, including first aid and welfare matters.
- Support feeding and administer enteral feeds to specific pupils after completion of competencies
- Support with the administering medicines to children in accordance to the prescribed instructions and in line with the school policy for the administration of medicines and completion of competencies
- Support the physical management of pupils following manual handling training.
- Provide personal care to pupils to ensure they are comfortable, clean and supported in the bathroom. This will include the safe handling of pupils and assisting with toileting and personal care in line with pupil care plans.
- Support the therapies of students
- Escorting children to and from the classroom
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.

Support to Teacher

- Prepare classroom as directed for lessons, clear afterwards, and assist with and maintain displays of pupils' work, notice boards, shelving systems etc.

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

Support to School (this list is not exhaustive)

- 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.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Person Specification for HWSA

| Attributes | Requirements | Essential/ Desirable | Measurement |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------|
| Qualifications / Experience | NVQ Level 3 or equivalent in a relevant Health Care or Education context. | D | APP |
| | Desire to work for a Level 3 qualification | E | I |
| | Experience of working in the care of vulnerable children or adults | E | APP/I |
| Knowledge / Skills | <ul style="list-style-type: none"> • Good communication skills. | E | I |
| | <ul style="list-style-type: none"> • Ability to relate well to children and adults. | E | APP/I |
| | <ul style="list-style-type: none"> • Have good organisational skills. | E | APP |
| | <ul style="list-style-type: none"> • Basic knowledge of first aid; e.g. emergency first aid course. | D | APP |
| | <ul style="list-style-type: none"> • The ability and diligence to follow instructions regarding medication and feeds | E | ASS |
| | <ul style="list-style-type: none"> • Ability to work constructively as part of a team and on own initiative. | E | APP/I |
| | <ul style="list-style-type: none"> • Use basic technology – computer, video, and photocopier. | E | APP |
| | <ul style="list-style-type: none"> • Have a flexible approach to work | E | I |
| Personal Qualities | Candidates must demonstrate they: | | |
| | <ul style="list-style-type: none"> • Are pupil focused. | E | APP/I |
| | <ul style="list-style-type: none"> • Have a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. | E | I |
| | <ul style="list-style-type: none"> • Are open, honest and an active listener. | E | I |
| | <ul style="list-style-type: none"> • Can take responsibility and be accountable. They are committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. | E | APP/I |
| | <ul style="list-style-type: none"> • Have a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. | E | APP/I |
| | <ul style="list-style-type: none"> • Are committed to the provision and improvement of quality service provision. | E | APP/I |
| | <ul style="list-style-type: none"> • Are adaptable to change/embrace and welcomes change. | E | APP/I |
| | <ul style="list-style-type: none"> • Act with pace and urgency being energetic, enthusiastic and decisive. | E | APP |
| | <ul style="list-style-type: none"> • Communicates effectively. | E | I |
| <ul style="list-style-type: none"> • Have the ability to learn from experiences and challenges. | E | I | |

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| | <ul style="list-style-type: none"> • Are committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | E | APP/I |
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MEASURED BY KEY:

APP = Application form

ASS = Assessment activities

I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check

If a candidate is short-listed any relevant issues arising from his or her references will be taken up at interview.

The content of this job description maybe amended at any time following discussions between the Supervisor and the Senior Leadership, and will be reviewed on an annual basis. This job description is not prescriptive, nor necessarily a comprehensive definition of the post.