

POST TITLE: Pastoral Support Assistant (Special Needs)

SALARY: £13,409 – £13,981 per annum (dependant on service and experience)

HOURS: 31 hours per week Term-Time only (38 weeks)

Job Purpose

Assist with the physical needs, welfare and care of students with special needs. Carry out individual programmes as agreed with the SENDCO and external agencies.

The post receives direction from and is accountable to the SENDCO.

Responsibility for others: The post has considerable direct impact on the well-being of individuals or groups through either providing appropriate care or welfare for those who are personally dependant on the post for personal care as well as their emotional wellbeing.

Responsibility for staff: The post has no direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide other members of the Support for Learning Team and teaching staff.

Responsibility for physical resources: The post has direct responsibility for physical resources, such as postural chairs, walking frames, standing frames as well as the handling and careful use of equipment (e.g. computer/PC).

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

Personal Care

Provide and support with personal care of children with physical disabilities, including, changing, toileting, showering, washing, dressing and undressing, care of clothes, personal hygiene.
Lift, communicate inter-actively, make drinks, feed, supervise students at appropriate times (e.g. lunchtime).

Personal Mobility

Help with educational visits, transferring from one activity to another, supporting physical activities (e.g. PE, swimming etc).
Supporting students to transfer from wheelchairs in to either a standing frame or walker. Supervise students when they are using their walker or when they are in their standing frame.
Required to perform basic stretching exercises (as shown by the physiotherapy team) with students on a daily basis.

Communication

Contacting parents/carers on a weekly basis.
Be the main contact when liaising with outside agencies such as IDS, physiotherapy, occupational therapy.
Keeping records contact and informing SENDCO.

Other Tasks

Undertake admin tasks as appropriate.
Plan, prepare and deliver social skills intervention.
Plan, prepare and deliver emotional literacy intervention.
Support students when required who may be suffering from anxiety.

Support the School:

Understand and comply with the School policies and procedures.
Contribute to the overall ethos/aims of the School.
Attend and participate in meetings and participate in training and other learning activities as and when required.

Notes: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

PERSON SPECIFICATION – WELFARE ASSISTANT

Attributes		Essential (E) or Desirable (D)
Qualifications	<ul style="list-style-type: none"> • Grade C or above in English and Maths at GCSE • Manual Handling • Team Teach 	D D D
Experience	<ul style="list-style-type: none"> • Previous experience in a caring capacity – with children with SEND • Experience of working in an education setting • Experience with working and supporting students with physical disabilities 	E E E
Skills	<ul style="list-style-type: none"> • An empathy with people with physical and/or learning difficulties • Can solve straightforward problems and respond to unforeseen circumstances (e.g. hazards, accidents etc) • Have good communication and listening skills • Have good organisation skills 	E E E E
Knowledge	<ul style="list-style-type: none"> • Understand special educational needs • Able to operate lifting equipment (e.g. hoists) • Have knowledge of school rules, procedures, policies • Be aware of and understand health and hygiene guidelines and other regulations, e.g. HASAW, Child Protection etc 	E E D D
Personal Attributes	<ul style="list-style-type: none"> • Good physical health and fitness (to be able to lift independently or with other adult support) • Have attended manual handling training • Energy, enthusiasm, commitment and perseverance • Adaptability to changing circumstances and new ideas • Reliability and integrity • Good time management • Set a good example by one's own presentation, personal and professional conduct • Willingness to undertake training. 	E D E E E E E E
Health/ Attendance	<ul style="list-style-type: none"> • An excellent health and attendance record. 	E