

JOB TITLE: Health Care Assistant with responsibility for manual handling and physiotherapy (full-time)	GRADE: JG5
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Job Purpose

- To work under the direct instruction of the Health Care Leader to support learners with restricted mobility
- To deliver and develop physiotherapy programmes
- To contribute to appropriate policies and practices
- To work as part of the intervention team to offer a coherent and consistent package of support
- To be flexible and willing to adjust and adapt to the changing needs and requirements of responsibility
- To support the ethos, values and vision of Westhaven School

Main Duties and Responsibilities

- To establish and maintain good relationships with all learners, parents/carers, colleagues and other professionals
- To attend to the learner's personal needs and implement related personal programmes, including physical, hygiene, first aid and welfare matters
- To participate in training and other learning activities and performance development as required to meet individual learner needs including, but not limited to, Manual Handling
- To undertake manual handling training and other training, as appropriate
- To establish good relationships with all learners, acting as a role model and being aware of and responding appropriately to individual needs
- To promote the inclusion and acceptance of all learners
- To be aware of learner problems/progress/achievements and report to the Health Care Lead / SENCo as agreed
- To undertake record keeping as requested
- To be aware of and comply with all school policies and procedures, in particular relating to child protection, health and safety and safeguarding

- To assist with the supervision of learners out of lesson times, including breaktimes or lunchtimes
- To assist with the development and implementation of PEEPs, physio programmes and Personal Care plans
- To create and maintain a purposeful, orderly and supportive environment
- To promote excellent learner behaviour, dealing promptly with conflict and incidents in line with established policy
- To maintain professional knowledge and competence and provide a professional, up-to-date and purposeful service
- To be responsible for your own professional practice and decisions and take responsibility for identifying and meeting your own development needs
- To support the Health Care Lead with the day-to-day running of the department including timetabling and room allocation (in liaison with the Deputy Headteacher)
- To ensure equipment is maintained and organise services and repairs as necessary
- To record, report and liaise with key staff regarding physiotherapy sessions

Ethical standards and integrity

- To establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders
- To demonstrate sensitivity for learners' and stakeholders' practices, culture and personal beliefs
- To advance employment and professional practices that promote equality of opportunity, diversity and inclusion
- To safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties

Administrative

- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports
- To deal with correspondence promptly and as required

General

- To attend relevant meetings and training sessions as required
- To attend school events as required

- To understand and assist in the interpretation of school policies
- To assist in escorting learners on educational visits and to participate in extra-curricular activities as required
- In the absence of the Health Care Assistant, to provide an effective first aid service when required to staff, learners and school visitors

Safeguarding

Westhaven School is committed to the safeguarding and promoting the welfare of all children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Additional duties

- To play a full part in the life of Westhaven School including duties to support the ethos and encourage learners and colleagues to follow this example
- To actively engage in the appraisal process
- To continue professional development as agreed

Whilst every effort has been made to outline the main responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile. This job profile is current at the date shown but in consultation with the successful candidate, may be changed by the Senior Leadership Team, to reflect or anticipate changes in the job commensurate with the grade and job title.

Qualifications and experience

(E = Essential, D = Desirable)

- Educated to at least GCSE Grade C standard or equivalent in English and Mathematics (E)
- Experience of working with children, young people or young adults with physical disabilities (E)
- Experience of working in a school or similar establishment (D)
- Manual Handling qualification or willingness to gain one (E)
- First aid qualification or willingness to gain one (E)
- Ability to build and form good relationships with students, parents/carers and colleagues (E)

- Ability to absorb and understand a wide range of information (E)
- Ability to work constructively as part of a team, understanding school roles and responsibilities including own (E)
- Good verbal and written communication skills (E)
- Good standard of numeracy and literacy skills (E)
- Ability to use a range of ICT packages and equipment effectively (E)
- Basic understanding of child development (E)
- Working knowledge of relevant policies and procedures, and awareness of relevant legislation (D)
- Experience of delivering physiotherapy plans (D)
- A diplomatic and patient approach (E)
- Ability and willingness to carry out heavy lifting (E)
- Able to appropriately deal with confidential information / situations (E)
- Able to follow direction from line manager (E)
- Ability to show initiative and to prioritise one's own work and meet required deadlines (E)
- Ability to demonstrate physical and emotional resilience (E)
- Efficient and meticulous in organization (E)
- Desire to enhance and develop skills and knowledge through CPD (E)
- Commitment to the highest standards of child protection (E)
- Demonstrate and promote commitment to equal opportunities (E)
- Recognition of the importance of personal responsibility for health and safety (E)
- Commitment to the school's ethos, aims and its whole community (E)