

**St Giles School**

**PCSA's – Personal Care and Support  
Assistant**

**Role Profile and Person Specification**

**October 2024**

### Job details

**Salary:** Grade 1-2 (FTE £25, 854 to £27,030 will be pro-rata)

**Hours:** Term time - see options A or B

**Option A - Afternoon PCSA's** 3 hours 20 minutes a day / 17 hours, 10 minutes a week (12.10 pm – 3.30 pm (+ 30 minutes once a week for staff briefings on Wednesday morning from 11.40am to 12.10pm)

Or

**Option B - Full day PCSA's** 28 hours and 45 minutes per week from 9.00am to 3.30pm – 45 minutes unpaid lunch break

**Contract type:** Temporary/Fixed term contract for one year and will be reviewed on a regular basis in line with the requirements of the school due to fluctuations in student numbers.

**Reporting to:** PCSA manager, class teachers, Heads of Department and SLT/LMT.

**Responsible for:** Providing effective teaching and learning to allocated pupils within the school in line with pupils learning requirements, age and allocated learning pathways

## ST GILES SCHOOL

### Job Description

<b>Job Title:</b>	<b>Pupil Care and Support Assistant (including Lunchtime &amp; School Meals Supervisor) – Special School</b>
<b>Department:</b>	<b>Education</b>
<b>Grade:</b>	Grade 1-2 (FTE - £25, 854 to £27,030 will be pro-rata)
<b>Hours:</b>	<b>Term time – see options A or B</b>
<b>Location:</b>	<b>St Giles School</b>
<b>Reports to:</b>	<b>Class teacher, Personal Care Manager and SLT</b>
<b>Key responsibilities:</b>	<b>To support pupils' personal care and personalised programmes at lunch time and/or in the classroom and/or in the swimming pool</b>
<b>Role Purpose and Role Dimensions:</b>	Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and well being of all pupils, and in particular those in the class allocated under the duty rota. To assist with preparing pupils for swimming sessions. Also ensure the smooth running of the meal arrangements by anticipating and dealing with problems and promoting constructive play ideas with pupils. To assist with swimming duties, pupil care and support in the classroom where required.

**Commitment to Diversity:**

As a member of the school team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

**Key Internal Contacts:**

- Class teachers
- PSCA Manager
- Head of Department
- Assistant Head
- SLT
- LMT
- Head Teacher

**Key Areas for Decision Making:**

- When to escalate concerns regarding pupils' eating and drinking to class teacher.
- When to escalate concerns regarding pupils' moving and handling or toileting to class teacher / PSCA Manager.

**Key Accountabilities and Result Areas:  
Support for Pupils**

**Key Elements:**

**This will involve:**

**In the classroom**

- Work under the direction of the class teacher and PCSA Manager.
- Carry out personalised programmes, feeding, toileting, changing and student hygiene as directed by the class teacher and Personal Care Team Manager
- Support eating and drinking programmes.
- Support leisure time activities
- Implement personalised programmes, such as toilet training, physio and OT programmes.
- Report any progress/achievements/problems to the class staff
- Work as part of the class team, keeping the classroom and pupils toilet facilities clean and tidy and ensuring specialist equipment such as hoists, standing frames, benches, wedges, splints and orthotics are used correctly and maintained in good order.
- Supporting pupils' arrivals and departures at the beginning and / or end of the day.
- "Report on any safeguarding concerns to the class teacher / on the school reporting system CPOMS. "

**Eating and Drinking Support:**

- Be aware of allergies, dietary needs and eating and drinking guidelines to keep each child safe
- Provide a safe lunchtime environment for pupils
- Ensure that the pupils wash and dry their hands.
- Provide the correct cutlery and crockery for each pupil to meet their specific needs
- Feed pupils unable to feed themselves, ensuring that eating and drinking guidelines are strictly adhered to. Liaise with class staff and SALT to support pupils with eating difficulties
- Ensure that pupils who have special dietary needs or whose parents have requested a packed lunch receive the correct meal.
- Encourage pupils to be independent in setting up and clearing away after a meal.
- Encourage pupils to develop independent eating skills where appropriate
- Establish constructive relationships with pupils, encouraging them to engage with each other and develop their communication skills
- Ensure that specialist equipment and tables are cleaned as required.
- Report any progress/achievements/problems to the class staff
- Promote the inclusion and acceptance of all pupils.

**Leisure time support:**

- Support pupils with their personal care following their toileting and moving and handling programmes. Liaise with PCSA Manager and Class teams if there are any concerns.
- Report any progress/achievements/problems to the teacher.
- Be aware of any pupils with medical or behavioural needs who may need extra awareness and support.

**Outside Leisure time:**

- Ensure pupils are dressed appropriately for the weather (checking coats are fastened).
- Ensure that pupils are appropriately supervised and in the right place.
- Engage the pupils in outside activities such as games, role play, table activities, conversation
- Ensure the environment and play activities are safe
- Ensure outside equipment is tidied away by the end of play, encouraging the children to help as much as possible.

**Inside Leisure time:**

- Engage the pupils in safe indoor activities such as stories, games, computers, music, role play
- Ensure equipment is returned to its correct place in an orderly way and in good condition before the start of the afternoon teaching session.

**In the swimming pool:**

- Work under the direction of the swimming teacher
- Support pupils in undressing, drying and dressing, encouraging them to be as independent as possible. Follow individual pupil moving and handling programmes at all times.
- Use the pool and changing room hoists following moving and handling programmes and guidelines.
- Occasionally support pupils in the water under the direction of the swimming teacher
- Keep the changing rooms tidy

**Key Accountabilities and Result Areas:**

**Green Statement**

**Key Elements:**

**This will involve:**

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

**Data Protection**

**This will involve:**

- To be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

**Confidentiality**

**This will involve:**

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

**Equalities**

**This will involve:**

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

**Customer Care**

**This will involve:**

- Able to demonstrate a commitment to the council's Customer Care Policy.

## Health and Safety

### This will involve:

- Deal with minor accidents – medical assistance can be sought from the designated First Aider.
- Supervise pupils during Fire Drill (real or practice) or any emergency situation.
- Follow the appropriate procedure when a pupil is sick as well as cleaning it up. Ensure the Administration Officer in the office is informed.
- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

### This will involve:

- Attend and participate in relevant meetings as required including the weekly school briefings.
- To read class and school briefing notes as necessary.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities including training to be able to demonstrate competence including first aid, Makaton, Eating and Drinking, moving and handling and food safety training as required.
- To participate in performance development as required.
- Participating in the ongoing development, implementation and monitoring of the school plans.
- Championing the professional integrity of the school service
- Actively sharing feedback on school's policies and interventions
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Maintain a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure co-ordinated outcomes.
- Lead by example, with the highest professional and personal standards.
- To read safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies".
- Participate in **safeguarding** training and other learning activities including training to be able to demonstrate competence including first aid, Makaton, Eating and Drinking, moving and handling and food safety training as required".

## To contribute as an effective and collaborative member of the School Team

## Personal development

- Take part in the school's appraisal process.
- Take part in further training and development in order to improve own practice.
- Where appropriate, take part in the appraisal and professional development of others.

### **Communication**

- › Communicate effectively with staff, pupils, parents, and carers

### **Working with colleagues and other relevant professionals**

- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues with the focus on music.

### **Personal and professional conduct**

- › Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- › Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- › Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Safeguarding**

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- › Promote the safeguarding of all pupils in the school
- › The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

### **Other areas of responsibility**

As agreed with the Headteacher.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

**Person specification**

CRITERIA	QUALITIES
<b>Essential knowledge and experience</b>	<p>Good basic numeracy, literacy, IT and communication skills.                      Able to speak and understand English so as to be able to communicate with people with a disability                      Having a basic understanding of the care and support needs of people with physical disabilities and respecting them as individuals</p>
<b>Essential skills and abilities</b>	<ul style="list-style-type: none"> <li>• Willing to learn to communicate in different ways to be understood by children and young adults</li> <li>• Able to support children and young adults to participate in a range of activities</li> <li>• Willing to attend specific training and then move and handle children and / or young adults safely</li> <li>• Willing to attend specific training and then support eating and drinking for children and / or young adults safely</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>
<b>Essential qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</li> <li>• Commitment to building positive partnerships with a range of professionals and stakeholders</li> <li>• Physically able to undertake daily manual handling of children and / or young adults</li> <li>• Positive attitude towards diversity in general and specifically towards the rights, independence, inclusion and choice for children and young adults with complex needs</li> </ul>
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>• Some emotional stress may be incurred due to issues with pupils with traumatic, degenerative, terminal conditions</li> <li>• Due to close contact with pupils, high exposure to bodily fluids will require Hepatitis B vaccination.</li> <li>• Exposure to higher than normal temperatures during pupil swimming sessions</li> <li>•</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 10.10.24

**Next review date:** 10.10.25

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_