

PERSONNEL SPECIFICATION

Job Title	Health Care Assistant
Band/Job Group	Band D
Hours/Weeks	32.5
School	The Meadows School
Responsible to	Assistant Head Teacher

Qualifications	NVQ Level 2
Experience	<p>Must have experience of working with students with Special Educational Needs</p> <p>Experience of liaising and working with outside agencies e.g. speech therapists</p> <p>Working within a team</p> <p>Experience of administering and recording of medication</p> <p>Experience of working closely with parents</p> <p>Experience of working with individuals</p>
Training	<p>Evidence of recent continual professional development relating to working with children with severe learning difficulties</p> <p>Willing to attend relevant training as requested</p>
Special Knowledge	<p>Able to demonstrate an awareness and understanding of the needs of SEN pupils across age ranges and phases</p> <p>Understanding of Health & Safety</p>

Circumstances	<p>Ability to work when the school is open (term time)</p> <p>Willingness to work flexibly to meet the requirements of the post e.g. parents evening</p>
Disposition	<p>Must be able to communicate at all levels</p> <p>Must be patient, caring and committed to supporting SEN pupils</p> <p>Must be able to cope with and deal with confrontational and stressful situations</p> <p>Must be committed and experienced in working as a member of a team</p> <p>Able to work on own initiative</p> <p>Ability to motivate individuals to perform effectively</p> <p>Commitment to working in partnership with parents</p> <p>Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.</p>
Practical and Intellectual Skills	<p>Able to communicate effectively (orally and in writing)</p> <p>Ability to use IT technology</p> <p>Must be prepared to undertake duties relating to the welfare and personal hygiene of pupils including toileting and feeding</p>
Legal Requirements	<p>Enhanced Adult and Child DBS check for Regulated Activity</p> <p>Satisfactory medical clearances</p>