

# JOB VACANCY



## Job Description - Education Health Care Assistant

**Job Title:** Education Health Care Assistant  
**Reports to:** The Headteacher  
**Hours of work:** Monday – Friday 8.30 – 15.30. Term Time Only. Permanent  
**Salary:** £23,500 pro rata (Actual Salary £17,861)

### General Duties

- Provide personal care assistance when needed by pupils.
- To contribute to the creation of a happy, caring and vibrant environment in which all pupils will flourish.
- To support pupils to incorporate physical movement in all areas of the curriculum and across all aspects of school life.
- Celebrate all pupils' achievements,
- Build rapport and positive relationships with pupils and staff.
- Assist teaching staff to prepare classrooms for lessons and activities.
- Deliver learning activities to small groups or individual pupils.
- Assist with school trips, events and activities.
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources.
- Assist education staff with creating and maintaining displays throughout the school.
- Be a good role model to pupils in terms of behaviour and attitude.
- Assist in the safe and effective use of specialist equipment and resources.
- Be proactive in managing pupil behaviour.

### Personal Care

- Supporting pupils with all aspects of personal medical/health, hygiene, care and physical needs including:
  - Toileting and changing children where appropriate
  - Moving and handling needs
  - Enteral feeding
  - Assisted eating programmes
  - Administration of medication (both daily and emergency) as directed in Health Care Plan
  - Meeting specific medical needs as detailed in the Health Care Plan, including respiratory care needs.
  - Supporting children with swimming pool/hydrotherapy programmes

**For further information please visit**  
**[rainbowhub.org/vacancies](http://rainbowhub.org/vacancies) or email [m.berry@rainbowhub.org](mailto:m.berry@rainbowhub.org)**  
**for an application pack**

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## **Supporting the school**

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Maintain good working relationships with other staff members and keyholders, including parents and external agencies.
- Share expertise and skills with other staff members.
- Participate in meetings as required.

Undertake any duties which may reasonably fall within the level of responsibility and the competence of the post, as directed by the Headteacher.

## **Teaching and learning**

- To support pupils to achieve their maximum potential in all areas.
- To support pupils to develop a lifelong love of reading.
- Develop a secure knowledge of the learning support needs of individual pupils.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Assist teaching staff with the creation of personalised learning profiles.
- Implement individual support for pupils based on their needs and circumstances, e.g. deliver support in line with a pupil's EHC plan.
- Assess, record and report on the progress of pupils and use this information to extend their learning.

## **Communication and coordination.**

- Work independently and collaboratively with teaching staff in the planning and preparation of resources and delivery of the curriculum.
- Contribute towards pupils' annual reviews and report on the effectiveness of the interventions in place.
- Contribute to MAP meetings (Meeting around the pupil) as and when required.

## **Professional development**

- Participate in training and other professional development as required.
- Provide the school with feedback on any training or professional development undertaken.
- Report professional development progress and set goals for further professional development.

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