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| Personal Care Assistant | | |
| SCP3 £11.79 per hour | Job Type | Permanent |
| | | Part Time |
| 30 hours per week | Reference | 2024002 |
| Term time only (38 weeks) | | |

Catcote Futures provides learning for a wide range of students with Learning Difficulties or Disabilities from the age of 19.

We are looking to appoint a Personal Care Assistant who will be required to supervise and support students including feeding and also to carry out domestic care and hygiene duties including toileting and changing etc.

You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

Closing date: Sunday 25th February 2024
Start Date: As soon as possible
Interviews: Thursday 29th February 2024

Completed application forms to be sent to:
Recruitment, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ
Or email jobs@catcote.co.uk

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. **Application forms can also be found at www.catcotefutures.co.uk (About Us/Vacancies).**

We welcome applications regardless of age, gender, disability, ethnicity or religion. Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information.

Please note that online searches will be carried out on shortlisted candidates to help identify issues that may need to be explored at interview.

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

REHABILITATION OF OFFENDERS ACT 1974 - The position for which you are applying is exempt from this Act and requires an enhanced check to be made through the Disclosure and Barring Service (DBS), known as the disclosure process. You are therefore required to disclose any unspent convictions/cautions/bind-overs that you have received and any prosecutions that are pending against you. Enhanced Disclosure and check of the Children's and Adult's Barred list via the Disclosure and Barring Service is required for any successful candidate.

Please see the Privacy Notice (Job Applicants) on our websites for details of how we will use your personal data.



JOB DESCRIPTION – Personal Care Assistant

Core Responsibilities

Supervision and support of students including during break and lunch times including feeding where necessary

Carry out tasks for the general health, domestic care and welfare of students including toileting/changing, cleaning, using specialist equipment when necessary (this may include administering medicine under guidance and training on a voluntary basis)

Support students with their learning and well being

Have knowledge of individual students in order to assist with learning and behaviour in line with any plans

Feedback to students in relation to learning and behaviour

Support students in any location as directed, indoor and outdoor, including outdoor learning, educational visits, after school clubs, activity centres, coffee shop / bistro etc.

Assist and take part in physical activities as directed e.g. walking, swimming, trampoline etc

Ensure cleanliness of equipment, resources and learning areas

General Responsibilities

Work as directed by senior staff

Adhere to all Academy policies and whole school development plans including confidentiality, child protection, H&S, equal opportunities, SEN etc

Maintain a safe working and teaching environment including adhering to policies on safeguarding of students and behaviour management

Attend and participate in CPD activities as required

Attend meetings and liaise with colleagues in school and parents/careers as required

Be an effective role model for students by demonstrating and promoting positive values, attitudes and behaviours

Engage with all students as directed by the Trust in line with the overall goals of the Trust and the needs of all students



Person Specification

ESSENTIAL CRITERIA

Qualifications

E1 Willingness to participate in relevant training and development opportunities AF,C

Experience & Knowledge

E2 Experience attending to care needs of individuals AF,I,R

E3 Demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work AF,I,R

E4 Work with children/young people at all levels regardless of specific individual needs AF,I,R

E5 Work effectively within a team environment AF,I,R

E6 Friendly, approachable and professional manner AF,I,R

E7 Maintain confidentiality AF,I,R

E8 Understand the importance of Equal Opportunities and recognise the nature of the diverse college community AF,I

E9 Good communication and listening skills AF,I

Special requirements

E10 Interest in working with adults with learning difficulties AF,I

E11 Ability to form and maintain appropriate relationships and personal boundaries with vulnerable adults AF,I,R

E12 Emotional resilience when faced with challenging behaviour AF,I

E13 A commitment to working as part of the whole college team and supporting the vision and aims of the school AF,I

E14 Respect for their social, cultural, linguistic, religious and ethnic backgrounds AF,I

E15 Enhanced Disclosure and check of the Children's Barred List D

DESIREABLE CRITERIA

Qualifications

D1 First Aid training AF,C

D2 Safeguarding training AF,C

D3 Understanding of working with children / young people with learning difficulties including assisting with feeding and personal hygiene AF,C

Experience & Knowledge

D4 Experience of working with children / young people with autism and learning difficulties AF,I,R

Key – Stage Identified

I Interview

R References

D DBS disclosure

AF Application Form

C Certificates

