

CHADSGROVE SCHOOL

PERSONAL CARE ASSISTANT JOB SPECIFICATION

Purpose of Role

To provide high-quality personal care and support for pupils with special educational needs and disabilities (SEND), ensuring their dignity, safety, and comfort at all times. PCAs play a vital role in enabling pupils to access the full range of school activities, including swimming, therapy, and learning opportunities.

Key Responsibilities

1. Personal Care Support

- Assist pupils with personal care routines, including toileting, changing, feeding, and hygiene needs.
- Support pupils in changing for swimming and other physical activities.
- Promote dignity, independence, and privacy in all personal care tasks.

2. Health, Safety, and Medical Support

- Follow care plans, risk assessments, and health and safety procedures when carrying out personal care.
- Use appropriate moving and handling techniques and equipment safely.
- Report any concerns about pupils' welfare, safety, or wellbeing immediately to the designated safeguarding lead.
- Support with administering emergency procedures if trained and required.

3. Supporting Pupils' Participation

- Enable pupils to access the curriculum and wider school activities by ensuring their personal care needs are met.
- Support pupils' independence and self-help skills where appropriate.
- Work with teachers and teaching assistants to help pupils settle and engage in classroom routines.

4. Teamwork and Professional Conduct

- Work collaboratively with teachers, teaching assistants, therapists, and other staff to support pupils' holistic development.
- Maintain confidentiality and professionalism in all aspects of the role.
- Attend relevant training, including safeguarding, moving and handling, and swimming pool safety.

- Uphold the school's policies on safeguarding, health and safety, and equality.

PERSONAL CARE ASSISTANT
PERSON SPECIFICATION

Specification	Essential	Desirable
Qualifications	Willing to undergo appropriate training	
Experience	Recent experience of working with pupils would be an advantage	Working with pupils of different abilities within mainstream and special school
Skills and Abilities	Ability to work in a team Positive interaction with children and young people	Experience in meeting pupils' personal care needs Experience interacting with pupils who have communication difficulties
Personal Qualities	Ability to follow instructions Positive attitude to security and safety Ability to communicate effectively with pupils and other staff in school Patience and flexibility	Sense of humour Good health and attendance record Ability to self-manage

Chadsgrove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Following the procedures recommended to safeguard children, we will be taking up references before your interview. Please let your referees know to expect a reference request once you are notified if you are being interviewed (if you have indicated that we may contact them). The successful applicants will be required to undertake an Enhanced DBS check.