

West Park CE Primary School



Job Description

Role: Personal Care Specialist Support Assistant

Salary: Grade 4 Personal Care Specialist Support Assistant

PURPOSE

To work with teachers as part of a professional team to support teaching and learning for all children.

To provide learning support to children who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties.

This role will include both Special Support Assistant duties as well as Personal Care duties. This will include undertaking practical support for children with a wide range of needs including medical needs, moving and handling, intimate care, speech and language, ASC, ADHD, physical disability and challenging behaviour. Appropriate training will be provided to support required medical procedures and the use of special equipment.

RESPONSIBILITIES

Key Duties – Personal Care

- 1) To take responsibility for the welfare and hygiene of children including
 - a. Changing
 - b. Toileting
 - c. Cleaning
 - d. Feeding
 - e. Changing of a catheter
 - f. Gastrostomy care
 - g. Any other medically approved care support necessary for the child to access school.
 - h. Monitoring medical needs in liaison with the first aid team.

Key Duties - SSA

1) Curriculum support

- a) To assist the teacher in delivering the curriculum and supervising the children to ensure standards of work and behavior are maintained.
- b) To support children to access the learning and make progress from their baseline.
- c) To understand and support independent learning and the inclusion of all children.
- d) Assist with escorting children on educational visits
- e) Support children in using ICT
- f) Examples related to the above:
 - i) Clarifying and explaining instructions;
 - ii) Ensuring children are able to use equipment and materials provided;

- iii) Supervising and planning 'brain breaks' for children;
- iv) Motivating and encouraging children;
- v) Helping children to concentrate on and complete tasks;
- vi) Participating in activities alongside children as a role model.

2) Planning, monitoring and assessment

- a) Support the teacher in monitoring, assessing and recording pupil progress/ activities.
- b) Provide feedback to the teacher on pupil engagement, progress and behaviour.
- c) Participate in the planning of learning activities with the teacher. For example arranging/ providing resources for activities.
- d) Provide feedback to children in relation to attainment and progress under the guidance of the teacher.
- e) Carry out SEND assessments under the guidance of the SENCO.

3) Targeted support

- a) To establish a clear understanding of pupils strengths, needs and strategies to support.
- b) To implement planned learning activities/ teaching programmes as agreed with the teacher / SEND & Inclusion Team.
- c) To adapt and adjust activities according to children's responses as appropriate.

4) Recording and Reporting

- a) To update pupil records as required.

5) Information sharing

- a) To be respectful of confidentiality.
- b) To ensure any information shared about children with other staff, parents/carers, internal and external agencies is done professionally and in line with school policy.
- c) To act in line with the schools Data Protection Policy.

6) Care and Wellbeing

- a) To forge positive relationships with children.
- b) To provide a proactive, calm and consistent approach to supporting children.
- c) To support children in social and emotional well-being, reporting problems to the teacher as appropriate.
- d) Assist with break-time supervision including facilitating games and activities
- e) To attend to children's personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist children in activities (may include lifting, where mobility is an issue)
- f) To follow the school Care and Management Policy
- g) To be alert the Premises Team or SLT of any health and safety concerns.

7) Safeguarding

- a) To safeguard and promote the welfare of all children in line with the school's safeguarding policies and procedures

8) Professionalism

- a) To act as a role model to children.
 - b) To meet the expectations set out in the Behaviour at Work Policy.
 - c) To attend and contribute to staff meetings.
 - d) To maintain a commitment to continuous improvement.
 - e) To attend professional development opportunities.
- 9) This list of duties should not be regarded as exclusive or exhaustive. You may be required to undertake various other duties as may be reasonably required. You will be consulted about any proposed changes.

June 2026