



## **The South West Durham Learning Federation**

### **Evergreen Primary School**

#### **Job Description**

#### **Health Care & Education Assistant**

**Hours: 32.5 hours per week (term time only)**

**Salary: Grade 2**

**Responsible to: Executive Head Teacher/Head of School**

The primary role of health care and education assistants is to carry out care routines for pupils relating to personal hygiene, positioning and feeding and to administer prescribed and emergency medication when required. In addition, health care and education assistants are responsible, under the direction of the class teacher and teaching assistants for cleaning, preparing and maintaining resources and providing support to individuals or small groups of children.

#### **All health care and education assistants will:**

- Work in partnership with teachers, teaching assistants, the health and home support assistant and other professionals to provide effective support and care to pupils, tailoring support to the needs of the individual pupils if necessary.
- Provide intimate care to meet pupils' needs.
- Support small groups of children and individuals within the classroom and/or externally to the main class as required.
- Maintain a high level of pastoral care to pupils within the class and throughout the school.
- Provide appropriate help throughout the day, including break and lunchtime monitoring and pre and post school activities as necessary.
- Undertake appropriate training and administer prescribed medication when required including emergency medication.
- Follow the schools policy and procedures for moving and handling and behaviour management including the use of restrictive physical intervention.
- Assist where necessary with learners with feeding difficulties, including those with a gastrostomy.
- Provide pastoral care and support to sick and injured children, taking appropriate action as necessary, ensuring that parents and school staff are fully informed of incidents and accidents.
- Contribute to accident records as required.



- Contribute and participate in team meetings and briefings.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Complete any other tasks commensurate with the post which may be requested by the Executive Head Teacher or Head of School to ensure the smooth running of the school.

**Evergreen Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to a receipt of a satisfactory DBS Enhanced Disclosure.**