



JOB DESCRIPTION & PERSON SPECIFICATION

Personal Care / Welfare Assistant

FIXED TERM – ONE ACADEMIC YEAR

Due to the needs and funding of specific children

Grade:	BEX05 2 hours per day, Monday to Friday (10 hours per week) 39 weeks of the year
Responsible to:	SENDCo / EYFS Lead / Head Teacher
Direct Reports:	SENDCo
Job Description Issue Date:	July 2025
Postholder Name:	
Postholder Signature:	

Job Description

Overall Purpose of the Job

To support pupils with personal care needs which could include toileting, dressing, feeding, mobility, physiotherapy support etc.

General Tasks

1. Establish rapport and respectful, trusting professional relationships with pupils, acting as a role model and setting high expectations.
2. Promote inclusion, integration and acceptance of all pupils.
3. Understand the needs of pupils and use detailed knowledge of personal care needs to support them.
4. Ensure safety, welfare and personal hygiene at all times.
5. Encourage independence and self-reliance from all pupils.
6. Collaborate with the SENCO, class teachers, and other relevant staff to identify and address the individual needs of pupils
7. Use any opportunity to support the child with their learning so as little learning time is lost, thinking of inventive ways to support them.

Supporting for the School

1. Comply with and assist with all school policies.
2. Contribute to the overall work and ethos of the organisation.
3. Improve one's own practice through training, observation, evaluation and discussion with colleagues as well as a professional obligation to always want to improve.

Tasks Specific to the Role

1. To develop and maintain high standards of personal care under the direction of the SENDCo.
2. To contribute to the overall development of the school and its pupils by attending and
3. contributing to meetings and training where appropriate.
4. To undertake moving and handling training, as well as first aid, to ensure the child's safety is paramount.
5. To undertake any further training as directed.

Skills and Qualifications

1. The ability to lift manually and with any hoist equipment provided (after training) – this is a manual role.
2. The ability to work flexibly and to meet deadlines.
3. The ability to work effectively as part of a team.
4. The ability to use own initiative and work independently when required – being self-directed.
5. Excellent communication and interpersonal skills, with the ability to build positive relationships with pupils, parents and colleagues as well as external agencies such as occupational therapists and physiotherapists. Noting the actions given, communicating these with the SENDCo and class teacher and then working on them
6. Excellent communication skills both verbally and in writing.

Personal Qualities

1. To be able to demonstrate empathy with young people who have a range of learning, emotional and physical needs.

2. To have an understanding of and to actively promote equal opportunities and high expectations for all pupils.
3. To have a sense of humour and to be able to work as part of a dedicated team.
4. To have a solution focussed approach to problem solving.
5. Willingness to add to the Birkbeck Community and develop a sense of belonging for all children, staff and parents

Equipment, Tools, Physical or Special Requirements

1. Ability to maintain regular, punctual attendance consistent with the school's expectations and policies.
2. Adoption of professional standards of behaviour and appearance at all times in line with school protocols.
3. Must be able to perform manual handling duties after training.
4. Ability to perform the essential job functions
5. Compulsory training kept up-to-date.
6. To take pride in cleanliness to ensure no child's health is put at risk.

Safeguarding

As a Personal Care Assistant at Birkbeck Primary School, you will play a crucial role in safeguarding and promoting the welfare of our pupils. You will be responsible for:

- Adhering to the school's safeguarding policies and procedures, including the Child Protection and Safeguarding Policy and the Staff Code of Conduct
- Recognising and responding appropriately to signs of abuse, neglect, and other safeguarding concerns
- Reporting any safeguarding concerns to the designated safeguarding lead in a timely and appropriate manner
- Participating in safeguarding training and updates to ensure your knowledge and skills are up-to-date
- Maintaining confidentiality and sharing information only with those who need to know, in line with data protection and information-sharing protocols
- Promoting a culture of safeguarding and well-being throughout the school community

Other

This role involves significant physical activity, including manual handling. In line with Health and Safety requirements, the successful candidate must be able to safely perform the physical tasks associated with the role, with or without reasonable adjustments. We are committed to supporting the post-holder and are committed to making reasonable adjustments where required.

Whilst this is an overview of the role and responsibilities you may be asked to undertake any other duties reasonably requested by the Headteacher, in line with the role and grade.

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
<ul style="list-style-type: none"> A good standard of general education being able to read and write to complete training and record personal care. Basic mathematic skills 	✓	
<ul style="list-style-type: none"> Manual Handling trained or prepared to carry out training 		✓
<ul style="list-style-type: none"> Prepare to assist in all personal care 	✓	
<ul style="list-style-type: none"> First aid trained or willingness to be trained in paediatric first aid 		✓
<ul style="list-style-type: none"> To communicate effectively in spoken and written Standard English. 	✓	
Skills		
<ul style="list-style-type: none"> Able to motivate pupils to learn. 	✓	
<ul style="list-style-type: none"> Able to demonstrate empathy 	✓	
<ul style="list-style-type: none"> Able to effectively manage pupils' behaviour in a positive manner with consistent clear boundaries. 	✓	
<ul style="list-style-type: none"> Good communication and interpersonal skills 	✓	
Personal Attributes		
<ul style="list-style-type: none"> Good pastoral skills, with a calm and caring approach. 	✓	
<ul style="list-style-type: none"> Well organised. 	✓	
<ul style="list-style-type: none"> Effective team member. 	✓	
<ul style="list-style-type: none"> Flexible approach and an ability to respond to changes in circumstances - the ability to think on your feet! 	✓	
<ul style="list-style-type: none"> A commitment to work together with all stakeholders including the wider community. 	✓	
Experience		
<ul style="list-style-type: none"> Evidence of being in a learning support role / working with children in a primary setting. 		✓
<ul style="list-style-type: none"> Experience of working with pupils with special needs and other key groups of pupils OR an understanding of some of the challenges and rewards that this may present 		✓
<ul style="list-style-type: none"> Ability to work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. 	✓	
<ul style="list-style-type: none"> Good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required. 	✓	
<ul style="list-style-type: none"> Ability to work alongside outside agencies communicating effectively and working on the areas identified 		✓