

## **Apprentice Personal Care Assistant Overview of the role**

The role of the Apprentice Personal Care Assistant is to support young people with their personal care needs which include toileting, dressing, eating / feeding and drinking.

### **General duties include:**

- Maintaining and developing high standards of personal care under the direction of the Director of Care and/or management team within the school
- Establishing rapport and respectful, trusting relationships with young people, acting as a role model and setting high expectations
- Promoting inclusion and acceptance of all
- Assessing the needs of young people and using detailed knowledge of personal care needs to support them
- Ensuring safety, welfare and personal hygiene (basic first aid to be included where appropriate)
- Assisting with the supervision and feeding of young people during the lunch time period
- Providing specific feedback in discussion with young people on their progress and achievement, in line with the organisation's policies
- Contributing to the overall development of the organisation and its young people by attending and contributing to staff meetings and training where appropriate

### **Key skills and abilities:**

- The ability to demonstrate empathy with young people who have a range of learning and physical needs
- The ability to work as part of a dedicated team
- The ability to communicate, both orally and in written form, with a range of parties including parents, teachers, classroom support assistants and para-medical staff
- The ability to lift manually and with any hoist equipment provided (after training)
- The ability to feed and supervise young people (after training)
- Good literacy and numeracy skills
- Familiar with the use of basic technology such as a computer, photocopier etc.
- The ability to work to deadlines
- The confidence to work on and off site with young people

New Bridge Multi Academy Trust operates on a split site basis. From time to time, in the event of staff absence or in response to changes to school need, the post holder may be required to work at a site other than their initially designated base. Staff employed by the Trust must be willing and able to travel between sites as required.

**Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. For child protection purposes an enhanced disclosure will be required for this post.**