



Beaumont Hill Academy

THE EDUCATION VILLAGE ACADEMY TRUST

POST TITLE:

**Personal Care Assistant
18.75 hours per week
Term Time only (46 weeks per year)**

GRADE:

Band 2 SCP 4

REPORTING RELATIONSHIP

The post holder will be a member of a multi-disciplined team, under the leadership and supervision of the Personal Care Assistant Team Leader

JOB PURPOSE:

To support with the personal care and wellbeing of children within the school and assist with the maintenance of a safe environment for pupils.

POST NO.

MAIN DUTIES/RESPONSIBILITIES

Delivering personal care to pupils including those who require full welfare support (Hoist training and lifting and handling)

Supervise and direct pupils at all times.

Adhering to the scheduled personal care schedules provided

Liaison with appropriate staff re specific pupil needs (feeding/ toilet programmes)

Support pupils who have feeding requirements

Supervision of students at lunchtime anywhere on the school site. This will include duties in the dining area.

Attend moving and handling training in order to assist with the safe moving and handling of pupils in line with their individual plans.



Beaumont Hill Academy

Encouraging independence and self-help skills in the bathroom.

Maintain toileting and personal care records where necessary.

Monitoring the necessary resources and environment and informing manager of requirements

Assisting in outdoor play and learning activities – promoting personal development and communication skills

Be a positive role model.

Ensure equipment and the environment are appropriate and safe.

Encouraging pupil engagement in line with the pupil engagement policy.

Accompanying school parties on educational visits when required

Ensuring inclusion opportunities are maximised.

Monitoring the needs and behaviours of individual children and reporting these to the class teacher as appropriate.

Being aware of the schools policies and procedures.

Being aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

Contributing to the overall ethos/work/aims of the school.

Attending relevant meetings as required.

Participating in training and other learning activities and performance development as required.

Undertaking any other relevant duties commensurate with the grading of the post, which from time to time may be required by the Principal / senior leadership team.

Carrying out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.



Beaumont Hill Academy

Complying with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

*THIS POST IS SUBJECT TO AN ENHANCED DBS DISCLOSURE AND DISQUALIFICATION DECLARATION.
THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.*

Date: June 2025

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PERSON SPECIFICATION – CLASSROOM SUPPORT ASSISTANT

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Good numeracy/literacy skills (Written & Verbal)	AF/I/R			
	E2	Hold a valid first aid certificate or be willing to train as first aider				
Experience & Knowledge	E3	Ability to use relevant technology e.g. computer, video, photocopier.	AF/I/R			
	E4	Participate in development and training opportunities.	AF/I/R	D1	Previous experience in a similar role	AF/I/R

	E5	Ability to relate well to children and adults.	AF/I/R	D2	Knowledge of Health & Safety practises at work	AF/C
Skills	E6	<p>Ability to undertake moving & handling as required or be willing to undertake training to do so</p> <p>Ability to promote independence and self-help skills for pupils</p>	AF/I/C			



Beaumont Hill
Academy

Personal Attributes	E7	Ability to promote fairness and a positive role model to pupils	AF/I/R			
	E8	Ability to work calmly in emergency situations following agreed procedures for individual pupils	AF/I/R			
	E9	Ability to be sensitive to needs and preferences of individual pupils and maximise safety and comfort.				
Special Requirements	E10	Enhanced DBS	C/D			

Key – Stage identified	
AF	Application Form
C	Certificates
D	Disclosure
T	Tests
P	Presentation
I	Interview
R	References