

**JOB DESCRIPTION & PERSON SPECIFICATION**  
**PERSONAL CARE ASSISTANT (EYFS/KS1)**  
Part-Time (Mon-Fri 10:00 – 14:00), Term Time Only

Salary/Grade: Grade A, SCP 3 | FTE Salary £24,027 (Pro rata to TTO), Actual Salary £11,306.17  
Responsible to: Senior Leadership Team

Cedars School is part of Cedars Academy Trust. We educate children with complex needs from EYFS to Year 9 at our school in Low Fell, Gateshead. We are seeking to appoint an enthusiastic, caring and reliable Personal Care Assistant to work in our Primary Department to begin as soon as possible.

Our **Personal Care Assistants** play a vital role in supporting the personal care and well-being of our youngest learners in EYFS and KS1. Working closely within a class team, they ensure that each pupil’s individual care needs are met while promoting their independence and dignity. Our teams deliver inclusive and innovative approaches to care, integrating practical and sensory experiences in the classroom, outdoor environment, and therapeutic spaces.

While previous experience in a personal care or similar role would be an advantage, we provide training and support to all new team members. The ability to work collaboratively, demonstrate a caring and patient approach, and show commitment to meeting the needs of our pupils is essential.

To apply, please complete the application form and return it to [**recruitment@cedarstrust.org.uk**](mailto:recruitment@cedarstrust.org.uk)

If would like to have an informal discussion about the role, or arrange a tour of our School, please email **Gareth Kyle, Business Manager**: [**gareth.kyle@cedarstrust.org.uk**](mailto:gareth.kyle@cedarstrust.org.uk)

**Safeguarding Statement**

All staff and trustees are committed to our moral and statutory responsibility to safeguard and promote the welfare of all children at Cedars Academy. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support and protection. Our safeguarding procedures apply to all staff volunteers, visitors and trustees and are consistent with those of the Gateshead Safeguarding Children Partnership.

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| **Job Description**  **The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment** | |
| **Summary of the role:** | To assist pupils with their day-to-day personal care needs and to work alongside class teams and other professional staff to further pupils’ independence skills. |
| **Accountable to:** | Senior Leadership Team |

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| **Main duties and responsibilities:** | **Providing Support for Pupils**   * Working as part of a team in the development of personal care programmes tailored to individual pupil needs. * Assisting pupils with the implementation of personal care programmes, including:   **- Personal hygiene**: Supporting children with toileting and continence training.  **- Eating and drinking**: Encouraging independent mealtime routines while assisting where required.  - **Administering medication**, health care procedures, and intimate personal care as needed. (Full training will be provided.)   * Offering practical assistance for other physical needs, such as: * Supporting pupils with dressing, transportation, and the organisation of learning materials and equipment. * Providing personal assistance during activities such as physical education, cookery, school visits, and therapeutic sessions. * Maintaining accurate records related to personal care in collaboration with the class teacher or other responsible person. * Ensuring personal care equipment and materials, including toiletry supplies and clothing, are cleaned and replenished as required.   **Providing Support for the Classroom Team**   * Cooperating with other team members involved in supporting pupils’ educational and healthcare needs under the direction of the class teacher or other responsible person. * Assisting in maintaining a safe and inclusive classroom environment by following school policies and promoting the dignity and independence of pupils. |
| **General Responsibilities** | * Adhering to the school’s policies and procedures at all times. * Participating in staff meetings, in-service training, and professional development opportunities as required. * Promoting and safeguarding the welfare of all pupils in accordance with school policies and training received. * Reporting any safeguarding concerns to the designated safeguarding lead or a member of the senior leadership team. * Supporting the school’s ethos and policies through professional conduct, punctuality, and maintaining a tidy appearance. * Undertaking other duties as deemed appropriate to the grade and responsibilities of the post, following consultation and agreement. |

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| **Person Specification PERSONAL CARE ASSISTANT:**  **The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment** | | | |
|  | **Essential** | **Desirable** | **Method of  assessment** |
| **Qualifications** | Qualifications at GCSE Level | First Aid Qualification  ICT competency and/or qualification | Production of the applicant’s certificates |
| **Experience:** | Experience of working with children.  A tolerant and non-judgemental attitude towards children with special educational needs.  Commitment to the aims and ethos of the school in relation particularly to the welfare of children and partnership working with colleagues.  A willingness to engage in training initiatives relevant to the post.  Flexibility to changing demands.  Reliability. | Experience of working with children with special educational needs.  Experience of working with children in a special school.  Experience of meeting intimate and personal care needs for children or adults. | Contents of the Application Form  Interview  Professional references |
| **Skills** | A warm and caring personality and ability to relate effectively and sensitively to children, young people, and Parents/Carers. An aptitude for teamwork, an ability to be flexible and supportive.  Good communication skills. An ability to demonstrate a good role model to colleagues and young people demonstrate a good role model to colleagues and young people.  An awareness of child protection issues.  An awareness and adherence to the strict code of confidentiality involved in all aspects of the work of the school and the Local Authority.  An ability to deal effectively with a range of priorities happening at the same time.  An ability to deal effectively and with dignity when providing personal care for learners. | Ability to liaise effectively with external contacts, other staff and parents/carers  Ability to use IT effectively for learning and associated administrative duties  Experience of communication packages such as In Print  Evidence of strong relationships with students and a concern for their individual progress  Effective organisational skills | Contents of the Application Form  Interview  Professional references |
| **Knowledge** | Basic understanding of child development and learning  Awareness of methods of working with children with SEN, emotional, behavioural or social/communication disorders | Understanding of relevant learning strategies  General understanding of EYFS, national curriculum and other basic learning programmes / strategies  Considered understanding of the principles of child development and learning processes | Contents of the Application Form  Interview  Professional references |
| **Personal competencies and qualities** | Motivation to work with children and young people with SEND, including emotional and social communication difficulties.  Ability to form and maintain appropriate relationships and personal boundaries with children and young people  Emotional resilience in working with challenging behaviours  Good timekeeping and reliability  Good attendance record |  | Contents of the Application Form  Interview  Professional references |
| **Other Requirements post job offer** | Valid work permit and DBS clearances  Able to fulfil the Occupational Health requirements for the post  Appropriate Job References |  | DBS Clearance  Work permit  Valid documentation  Occupational Health questionnaire  Satisfactory references |

COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO: [**recruitment@cedarstrust.org.uk**](mailto:recruitment@cedarstrust.org.uk)

Or CEDARS ACADEMY, IVY LANE, LOW FELL, GATESHEAD, NE9 6QD

This Job Description is a general outline of the post as it is currently perceived by Cedars Academy. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan.

The responsibilities of the post may change in line with continuous improvements as Cedars Academy aims to meet its vision and best respond to the needs of disabled people accessing our services.

This job description will be reviewed annually (and may be reviewed at any other time) and if necessary other duties at no higher level of responsibility may be interchanged with/added to this list as required following consultation between the post holder and the head teacher.

CEDARS ACADEMY IS AN EQUAL OPPORTUNITIES EMPLOYER