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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Personal Care Assistant

**Department:** Learning Support

**Hours:** Flexible Hours per week (Term time only). Weekend and evening working may be required when business needs demand.

**Responsible to:** Foundation Learning Coordinator

**Reports:** n/a

**Salary / Scale:** Support Spine - Band 6 - £12.37 per hour (pro rata to £24,123.00 per annum for a full time equivalent post)

**Date of Issue:** July 2025

Learning Support Coordinator

Personal Care Assistant

**Organisation Chart:**

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1. **Aims and Purpose of the Post**
   1. To provide a student with EHCP specialist self-care and support during the College day.
   2. To ensure a comprehensive supportive environment for the student that promotes student wellbeing and educational success.
2. **Specific Responsibilities**
   1. To assist with mobility and transport across the College site to ensure that lessons can be accessed effectively.
   2. To assist with toileting and other personal care that may be required during the College day.
   3. To liaise with College provision to ensure that the students personal care and support needs are met in a sensitive and confidential manner.
   4. Supporting a student with social/physical activities.
   5. To carry out all functions in accordance with current legislation, codes of practice and College policies.
   6. To attend day and evening meetings, courses, College Open Days, Parents evenings and other Public Events considered being of benefit to the College and the individual.
   7. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   8. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   9. To manage student conduct in accordance with College policies.
   10. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   11. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   12. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   13. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational or curriculum area other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free onsite parking

Subsidised catering Cycle to Work Scheme (subject to conditions)

High Street Discounts Enhanced Maternity & Paternity Benefits

Opportunity for annual volunteering day

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Personal Care Assistant** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Functional skills level 2 in Maths & English or GCSE grade 4 or equivalent | X |  |
| **Experience & knowledge** |  |  |
| Proven experience as a Personal Care Assistant | X |  |
| Experience of working with young people and meeting their particular needs and requirements | X |  |
| Experience of working with confidential information and knowledge of how to keep information safe | X |  |
| Ability to utilise strategies to support pupils in achieving learning goals | X |  |
| Experience in an education setting |  | X |
| **Ability/ Skills** |  |  |
| Ability to establish good working relationships with students acting as a role model | X |  |
| Ability to communicate effectively with students at all levels | X |  |
| Ability to organise own tasks with minimum supervision and to set and work to agreed targets. | X |  |
| Committed to providing outstanding customer service | X |  |
| Ability to work as a part of a team appreciating and supporting the role of the other people in the team | X |  |
| Able to understand and carry out instructions | X |  |
| Able to keep accurate records in line with college expectations | X |  |
| A positive and compassionate attitude | X |  |
| Committed to health & safety |  |  |
| **Personal Attributes** |  |  |
| Proven ability to work flexibly and able to work outside in land-based provision irrespective of weather | X |  |
| Strong team player | X |  |
| Ability to maintain appropriate professional boundaries | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and vulnerable young adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service website.