



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**Job Title:** Specialist INA

**School:** St Mary the Virgin Primary School

**Grade:** [Single Status 7](#)

**Responsible to:** Headteacher

**Responsible for:**

**Purpose of the Role:**

To be the responsible primary person (as part of a team of 2) for providing full tracheostomy and gastrostomy medical care for the identified pupil and to support their full access to learning and the learning environment.

To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

**Key tasks:**

1. Responsible for the promotion of the wellbeing and safeguarding of pupils, including provision of personal care, medical intervention and moving and handling students as required.
2. Provide the medical care required in the paediatric emergency tracheostomy algorithm throughout the school day including break times and lunchtimes for Care of a Pupil with Tracheostomy.
3. Provide the medical care required for gastrostomy care, follow the care plan/feeding regime for peg, and if necessary jpeg, including ensuring appropriate food storage, following the process for feeding using the stoma peg and cleaning and disposal of any items as required and care of the stoma site.
4. Monitoring for any emergency situations e.g. leakage, blocked tube, rupture or tube out of place, pain or vomiting etc. and following the care plan for these situations and maintain accurate records.

5. Assist with the implementation of an Education Health Care Plan (EHCP), using a range of strategies to support the development of the pupils' speech and language skills including use of Makaton and other visual supports as indicated in the EHCP.
6. Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate.
7. Support pupils both individually and in groups with the use of a wide range of learning resources to support the best learning outcomes.
8. Provide additional nurture to individuals when requested by the class teacher or SENCO.
9. Establish effective relationships with the pupil(s), parents/carers and colleagues and work successfully as part of the team around the pupil.
10. Consistently and effectively implementing agreed behaviour management strategies.
11. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
12. Provide regular feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted.
13. Carry out playground/break and lunchtime supervision and support as required.
14. Escort and supervise pupils on educational visits and out of school activities, ensuring their learning, health, safety and well-being.
15. Carry out the above duties in accordance with all school policies. Maintain confidentiality at all times.
16. Provide support in exams as required.

## PERSON SPECIFICATION

### Essential education and qualifications

1. QCF level 2 in English and Maths or ability to pass assessment at interview

### Essential key skills, abilities, knowledge, experience, values and behaviours

2. Ability to use equipment effectively and in line with guidance
3. Ability to keep clear and accurate records of medical interventions
4. Ability to communicate and share information regarding the medical presentation and intervention that has taken place on a daily basis.
5. Ability to provide effective communication support including use of Makaton (following training if required) and other visual supports to individual pupil with a tracheostomy to facilitate access to class activities.
6. Able to converse at ease and provide advice in accurate spoken English
7. Ability to provide flexible support to pupils to facilitate access to the all aspects of the curriculum, maintain safety and meet needs, whilst encouraging independence.
8. Ability to work under own initiative and independence and be able to trouble shoot care scenarios
9. Ability to carry out and report on systematic observations of pupils' needs, (knowledge, understanding and skills) and to clearly record and present information in written and verbal form
10. Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
11. Ability to establish positive relationships with pupils and empathise with their needs
12. Ability to work effectively, constructively and supportively as a member of the school team understanding roles and responsibilities and your own position within these
13. Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task

14. Ability to work within and apply all school policies e.g. Confidentiality, GDPR, behaviour management, child protection, Health & Safety, Equal Opportunities etc.
15. Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
16. Experience of using Makaton and visual methods of communication to support pupils with limited speech skills
17. Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
18. Commitment to maintain confidentiality on all school matters
19. Commitment to the principles of Equalities and be able to carry out duties in accordance with East Sussex and Schools Equalities Policy

**Desirable key skills, abilities, knowledge, experience, values and behaviours**

20. Willingness to train in resuscitation, tracheostomy, gastrostomy feeding and care with continued updates and to take responsibility for this with confidence and competence
21. Willing to train in medication and oxygen administration and in making assessments including oxygen saturations, heart rate, temperature, respiratory rate, work of breathing, colour and be aware of how to interpret any abnormal values and act on them accordingly
22. Experience of supporting children with tracheostomy and gastrostomy care
23. Experience of working within Early Years provision and Primary School setting
24. Experience of supporting children in a classroom environment, including those with special educational needs
25. Experience of working in a range of settings or with more than one year group
26. Basic understanding of child development and learning

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### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	Yes
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	Yes
Exposure to blood /body fluids	Yes