

# **Pegasus School Job Description Night Care Assistant**

**1. Job Title** – Night Care Assistant (NCA)

**2. Job Purpose**

To provide support for young people in all aspects of care, education and health

To safeguard and promote the welfare of children and young adults at all times

**3. Relationships**

With the Care Management Team for all working arrangements during out of School time

With allocated teachers during school time

With therapists at all times

With SCIP and Child Protection Officers at all times

**4. Particular Responsibilities**

- To ensure that a young person's entitlement to a high standard of welfare and safety is met by meeting the requirements of the National Minimum Standards for Children's Homes and the five entitlement areas of Every Child Matters.
- To ensure that a young person's entitlement to a high standard of teaching and Learning and communication is achieved in association with teachers and therapists.
- To ensure that young people's entitlement to self advocacy and safety are met through adopting their preferred communication styles and using proactive approaches to their communication needs e.g. PROACT SCIP and Child protection policy.

## 5. Key Tasks

- To implement care procedures as presented in the school handbook and accordance with Minimum Standards.
- To safeguard and promote the welfare of children and young adults at all times.
- To provide information regarding night-time care for the key care teams of each young person.
- To support the young person in areas of personal hygiene.
- To participate in working rotas as required and to be awake and alert throughout the night ensuring that all directed personal checks are made in accordance with agreed timetables.
- To allow young people time to be independent; and develop independence by allowing them time to complete actions at their own rate.
- To ensure that the young person's care plan and placement plan is up to date.
- To advocate on behalf of young people so that their behaviours are put in the context of their learning and communication difficulties e.g. that sensory behaviour is not mistaken for sexual behaviour or arousal behaviour as a result of poor communication is not seen as only intentional behaviour.
- To balance at all times the young person's actual age with their ability age.
- To be aware of Pegasus School's Proact SCIP policies in dealing with all arrears of a young person's welfare e.g. putting appropriate augmentative communication systems in place; making judgements about what kind of interventions are appropriate; following approaches by Proact SCIP coordinators and the multi disciplinary team.
- To advocate for the young person's health, education and care needs e.g. using the advocacy book; referring medical needs to the Health Promotion Manager.

- To follow child protection procedures as required and at all times.
- To make relationships with young people in accordance with their welfare, educational and therapeutic needs as agreed by the multi disciplinary team.
- To undertake any relevant training as offered by the Head Teacher, in conjunction with the training and development plans.
- Be aware of and work in accordance with Health and Safety guidelines and the Equal Opportunities policy.
- To observe and maintain confidentiality at all times.
- To undertake other duties as reasonably expected of an NCA.
- To undertake any other duties within the competency of the post as determined by the Headteacher/Head of Care/Residential Manager

**You as an employee are required by The Health & Safety at Work Act 1974 to;**

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do
- Cooperate with the company to ensure compliance with the law.

**And under the Management of Health and Safety at Work Act 1999 you as employee are required to:**

- Inform your employer of any work situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.
- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.