

Job Description

Job Title:	HEALTH AND PERSONAL CARE LEAD
Salary:	Expected to be in the region of £26,000 - £28,000 per annum, subject to approval and confirmation of funding.
Hours:	Full time
Contract Type:	Permanent
Responsible to:	Learning Support Manager
Job location:	Greenbank College, Greenbank Lane, Liverpool L17 1AG Note: Employees are required to be flexible in their approach to working location and may need to work from other sites.
Direct Reports:	Personal Care Support Workers (PCSW).

JOB PURPOSE:

The Health and Personal Care Lead (HPCL) is responsible for leading the delivery of high-quality health, personal care and additional learner support services for students with identified health, medical and personal care needs.

Working closely with the Learning Support Manager (LSM), Learning Support Lead (LSL), curriculum teams and external professionals, the postholder will ensure learners receive safe, effective and person-centered support that enables them to participate fully in learning and achieve positive outcomes.

The role has responsibility for the day-to-day leadership of the Health and Personal Care team, ensuring statutory requirements relating to medication, personal care, health plans, examination access arrangements and Education, Health and Care Plans (EHCPs) are implemented effectively. The postholder will promote learner independence, inclusion and wellbeing whilst ensuring services are compliant with College policies, safeguarding requirements and the SEND Code of Practice.

Key Responsibilities

1. Health and Personal Care

- Lead the delivery of safe, effective and dignified personal care for learners with a range of physical, medical and complex needs.

- Ensure appropriate risk assessments, Personal Healthcare Plans, Medication Administration Records (MAR) and associated documentation are completed, maintained and regularly reviewed.
- Oversee the safe administration, recording, storage and stock control of medication in accordance with College procedures.
- Provide specialist support for learners requiring complex health interventions including PEG feeding, cough assist, moving and handling and the use of specialist equipment.
- Respond appropriately to first aid incidents and ensure learners receive appropriate medical attention where required.
- Maintain personal care facilities and ensure appropriate stocks of PPE, first aid supplies and personal care equipment are available.
- Promote best practice in infection prevention, moving and handling and health and safety.

2. Learner Support, EHCPs and Access Arrangements

- Coordinate support for learners with health and personal care needs to enable them to access learning and achieve successful outcomes.
- Work collaboratively with curriculum teams to ensure reasonable adjustments are implemented in accordance with EHCPs and identified learner needs.
- Complete comprehensive assessments of learners requiring health and personal care support and contribute to support planning.
- Support the completion, review and implementation of Education, Health and Care Plans (EHCPs).
- Work with curriculum, examinations and quality teams to ensure examination access arrangements are identified, evidenced and implemented within required timescales.
- Monitor learner progress, independence and wellbeing, ensuring support strategies remain effective.
- Promote learner independence, confidence, inclusion and participation throughout college life.
- Support learners with mobility, communication and access to learning through appropriate interventions and specialist equipment.

3. Leadership and Operational Management

- Lead, motivate and manage the Health and Personal Care team to deliver an outstanding learner experience.

- Allocate workloads and coordinate staffing arrangements, including rotas, cover arrangements and agency staff where required.
- Recruit, induct, supervise, appraise and support the professional development of staff within the team.
- Conduct observations and quality assurance activities to maintain consistently high standards of learner support.
- Set, monitor and review individual and team performance objectives.
- Foster a culture of continuous improvement, accountability and professional practice.
- Ensure effective communication across the Learning Support department and wider College.

4. Partnership Working and Transition

- Develop effective working relationships with curriculum teams, parents, carers, local authorities and external health professionals.
- Coordinate communication and appointments with external agencies including Occupational Therapy, Physiotherapy and other commissioned services.
- Support effective transition to and from the college
- Contribute to multi-disciplinary meetings and annual reviews as required.
- Maintain effective partnerships that support positive learner outcomes.

5. Quality Assurance, Compliance and Continuous Improvement

- Ensure all health and personal care practices comply with College policies, statutory guidance and the SEND Code of Practice.
- Monitor the quality and effectiveness of health and personal care provision through regular review and evaluation.
- Produce reports and management information to support operational planning and quality improvement.
- Identify opportunities to improve service delivery, learner outcomes and operational efficiency.
- Maintain accurate learner records and ensure confidentiality is upheld at all times.

General Responsibilities

The postholder will:

- Promote equality, diversity and inclusion across all aspects of the College.

- Actively safeguard and promote the welfare of children, young people and vulnerable adults.
- Participate in safeguarding procedures, Prevent responsibilities and mandatory training.
- Promote a positive culture of health, safety and wellbeing.
- Attend team meetings, training and professional development activities.
- Participate in College appraisal, quality assurance and self-assessment processes.
- Undertake other duties appropriate to the grade and nature of the post as reasonably required by the Learning Support Manager.

Leadership Expectations

The Health and Personal Care Lead will:

- Demonstrate visible and inclusive leadership.
- Lead by example in delivering high-quality learner-centered support.
- Promote collaborative working across curriculum and support services.
- Support innovation and continuous improvement within Learning Support.
- Develop an engaged, motivated and high-performing team.
- Build positive relationships with learners, families, colleagues and external partners.
- Ensure resources are deployed effectively to meet learner needs.
- Champion independence, inclusion and equality of opportunity for every learner.

Relationships

The Health and Personal Care Lead will will work closely with:

- Learning Support Manager
- Learning Support Lead
- Curriculum Managers and teaching staff
- Skills, Achievement and Progression Tutors
- Exams and Quality teams
- Local Authorities
- Parents, carers and external professionals

- Health and Personal Care Assistants
- Learning Support Assistants

Review Statement

This job description outlines the principal responsibilities of the post at the time of issue. It is not intended to be an exhaustive list of duties and may be amended periodically to reflect the changing needs of the College. Any significant changes will be discussed with the postholder.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Values and Behaviours		
Valuing our people by ensuring our staff and learners reach their full potential.	✓	
Taking ownership by setting high expectations and standards and striving to achieve excellence in all that we do.	✓	
Being open and honest and demonstrating a professional attitude at all times.	✓	
Qualifications		
Relevant health/care qualification at Level 3 or above (e.g., Health & Social Care, Nursing, Clinical Support, youth work, TA)	✓	
First Aid certification or willingness to obtain immediately upon appointment	✓	
Moving and handling training including experience with specialist equipment.	✓	
Evidence of continuous professional development in health, personal care, SEND or safeguarding.	✓	
Hold a qualification in Assessing for Access Arrangements – Level 7 or willingness to achieve this		✓
Level 2 in Maths and English or equivalent	✓	
Experience and knowledge		
Leading or supervising a care or support team within education, health or social care.	✓	
Providing safe, dignified personal care to individuals with complex physical, medical or personal care needs.	✓	
Experience administering, recording and storing medication in line with statutory and organisational procedures.	✓	
Conducting risk assessments , personal care plans, and health-related documentation	✓	
Working with EHCPs , multi-disciplinary teams and external professionals (e.g., OT, Physio, SALT, nursing teams)	✓	
Supporting learners with mobility, communication, and access to learning using specialist strategies or equipment	✓	
Coordinating examination access arrangements linked to medical or personal care needs	✓	
Managing rotas , staffing cover, and workload allocation	✓	
Strong understanding of the SEND Code of Practice , especially relating to health and personal care.	✓	
Knowledge of infection prevention , PPE use, and health & safety compliance.	✓	
Understanding of complex health interventions such as PEG feeding, cough assist, seizure management, and emergency protocols.	✓	
Knowledge of safeguarding , Prevent duties, and supporting vulnerable young people.	✓	
Awareness of reasonable adjustments , inclusive practice, and learner-centred support planning.	✓	

Nursing or clinical background (e.g., RGN, RNLD, HCA experience).		✓
Experience working in FE or specialist education settings .		✓
Training in PEG feeding , suctioning, epilepsy management or other complex interventions.		✓
Experience contributing to annual reviews , multi-disciplinary meetings and transition planning.		✓
Experience with quality assurance , observations or service improvement projects		✓
Skills and Competencies		
Leadership and team motivation: ability to build a positive, accountable and high-performing team.	✓	
Clear communication with learners, families, curriculum teams and external professionals.	✓	
Accurate record-keeping and ability to maintain confidential, compliant documentation.	✓	
Decision-making under pressure , including responding to first aid or medical incidents.	✓	
Organisational skills: coordinating staff, resources, appointments and multi-agency communication.	✓	
Ability to assess learner needs , monitor progress and adjust support strategies.	✓	
Empathy, dignity and respect in all aspects of personal care.	✓	
Ability to promote independence , inclusion and learner wellbeing	✓	
Personal Attributes		
Compassionate, learner-centred and committed to high-quality support	✓	
Confident, visible and inclusive leadership style	✓	
Resilient, calm and professional when managing complex or sensitive situations.	✓	
Strong commitment to equality, diversity and inclusion	✓	
Reflective, proactive and committed to continuous improvement	✓	
Able to build positive relationships and work collaboratively across teams	✓	
Additional Requirements		
Willingness to work flexibly to meet learner needs.	✓	
Commitment to ongoing training, safeguarding updates and professional development.	✓	
Ability to maintain high standards of hygiene, safety and compliance in care environments	✓	
Willingness to work flexibly to meet learner needs.	✓	