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## Job Description & Person SPECIFICATION

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| **Group:** | EDUCATION AND LIFELONG LEARNING |
| **Division:** | Schools |
| **Section:** | Ysgol Hen Felin |
| **Sub Section:** |  |
| **Post Title:** | Hydrotherapy Coordinator |
| **Vision Post Number:** |  |
| **Grade:** | Grade 6 - 32.5 hrs Term Time Only + SCA Allowance |
| **Responsible to:** | Headteacher |
| **Posts Reporting to this Post:** | None |
| **CRB Required Level:** | Enhanced |
| **Qualification** | STA Level 2 Award for Safety Award for Teachers |
| **Location:** | Ysgol Hen Felin [Hydrotherapy pool] |
| **Date of Description:** |  |

**Key Objectives**

**To provide support for pupils whilst accessing the hydrotherapy provision at Ysgol Hen Felin.**

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Overall Purpose of the Post:

* To manage the operation of the hydrotherapy pool at Ysgol Hen Felin.
* To undertake lifeguard duties during hydrotherapy sessions.
* To plan, prepare and assess individual progression in line with the *STA Rockhopper series and Emperor series.*
* To assist where applicable, therapists during hydrotherapy sessions.

Duties:

• Provide lifeguard cover to the hydro pool during the assigned times.

• Carry out ongoing testing and treatment of pool water and routine pool plant procedures in line with the school’s *Hydrotherapy and Warm Water Activities* policy.

• Monitoring of all Hydrotherapy pool area maintenance contracts

• Inform Site Manager/Office manager of pool maintenance issues as they arise or as and when requested.

• Supervise pupils during their hydrotherapy sessions in the pool.

• Assist the therapists in the pool where necessary.

• Support staff and pupils to enter/exit the pool using the equipment provided.

• Maintain the general order, cleanliness and tidiness of pool and surrounding areas, including changing area in accordance with guidelines.

• Carry out stock control, ordering and receiving supplies.

• Ensure all pool equipment is kept fully operational and is cleaned after use, as appropriate.

• Monitor equipment and report faults in line with procedure.

• Support the Senior Management Team in the development of the Hydrotherapy pool timetable.

• Provide first aid as and when required.

• Carry out administrative functions for the pool, including the recording of activities

• Assist the with Risk Assessments in the Hydrotherapy Pool Area when required.

• Maintenance of pool chemicals and supplies and provision of relevant data sheets for relevant chemicals

• Opening/closing up of the pool as required.

Planning and Organising of Activities and Resources

• Plan and organise activities and necessary resources efficiently and effectively.

• Understand the importance of time management for yourself and in particular how this translates to organising your assigned workload.

• Demonstrate the ability to arrange and schedule activities.

• Deal with unexpected scenarios with persistence and flexibility to ensure the achievement of goals.

• Maintain a disciplined and professional level of performance under sustained or situational pressure.

Professional Development and Standards in the Service

• Is adequately aware of policy, legislative and professional requirements to ensure appropriate standards in their area of responsibility.

• Ensures that all records and technical data are up to date and available if required.

• Ensures strict compliance with health and safety standards and adheres to operational guidelines ensuring equipment is checked and working correctly in accordance with safety standards.

• Adhere to all policies and procedures and safety standards at a times

Building and Maintaining Working Relationships

• Form strong positive working relationships with staff teams.

• Demonstrate a supportive and reciprocating work style including strong empathy with pupils.

Team Working

• Work in collaboration with teaching staff at Ysgol Hen Felin to ensure the development of individual pupils taking into consideration the STA Rockhopper series and Emperor series [https://www.sta.co.uk]

• Participate in training and developmental opportunities as identified and agreed.

Manual Handling

* Moving and handling risk assessments should be carried out on all manual handling tasks within the pool.
* It is the duty of all staff to alert their line managers of any difficulties encountered in the moving and handling of patients within the pool.
* Staff must follow the recommendations made in the pupils’ handling plans.
* Users handling needs will be assessed prior to inclusion of Hydrotherapy / Warm Water activities into their treatment programme.
* Manual Handling equipment is made available where reasonably practicable, appropriate to individual’s needs.
* All users will get changed for the pool in line with their individual Manual Handling needs.
* Mobile users will be given positive prompts and guidance when using the pool environment to ensure optimum safe practice. They will be supervised when ascending and descending pool steps.
* Non-mobile users will be transferred from the changing area into the pool area in accordance with their Manual Handling needs.
* The weight limit of the pool hoist must be followed at all times and the hoist operated as per the manufacturers’ instructions.

To carry out health and safety responsibilities in accordance with the Divisions health and safety responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, Headteacher, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

**PROTECTING CHILDREN AND ADULTS AT RISK IS A CORE RESPONSIBILITY FOR THE SCHOOL AND COUNCIL. IN ADDITION TO THIS SAFEGUARDING RESPONSIBILITY, THE SUCCESSFUL APPLICANT FOR THE ROLE WILL ALSO BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE CHECK.**



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

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| **ATTRIBUTE** | ESSENTIAL | **DESIRABLE** |
| KNOWLEDGE /EDUCATION | Accurate use of literacy and numeracy  Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online [www.rctcbc.gov.uk/WelshSkills](http://www.rctcbc.gov.uk/WelshSkills) | Confident use of range of ICT  Welsh Language Level 2 - Level 5. Please refer to The Welsh Language Skills Guidance online [www.rctcbc.gov.uk/WelshSkills](http://www.rctcbc.gov.uk/WelshSkills) |
| EXPERIENCE | Working with children in school or learning settings | Working with children with additional learning needs |
| **COMPETENCIES** | **Community and Social Care Competency Framework** | |
| 1. **Working with Team Members** | * + Asks for support when needed.   + Contributes to a strong team spirit of shared responsibility and cooperation. | |
| 1. **Communicating Effectively** | * + Communicates clearly and effectively.   + Uses style of language that others (e.g. children, young people, community representative, managers, professionals) can clearly understand. | |
| 1. **Earning Service Users' Trust** | * + Is person centred, and empathetic in responding to individuals' emotional and psychological wellbeing.   + Maintains clear professional boundaries whilst demonstrating a clear understanding of the service users' issues. | |
| 1. **Working with Change** | * + Is willing to try new ways of working and is flexible to them.   + Makes changes and ideas a reality, and helps to make them work. | |
| 1. **Achieving Results** | * + Is able to work effectively when under pressure.   + Is flexible, can switch tasks/roles/priorities to deal with new demands changes or new information. | |
| 1. **Encouraging Professional Development** | * + Is open to alternative methods of development e.g. training, coaching, reading, mentoring, experimental learning.   + Participates in regular reviews and supervisions to identify goals and areas for development. | |
| SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS | Commitment to professional development in the field of Additional Learning Needs including accredited specialist training.  Must have regard to all school Safeguarding and Health and Safety requirements. | |