



**WORK AT
SHIPLEY
COLLEGE**

Personal Carer

Shingley College - Great people, great place!

Hours: 21 hours per week, 36 weeks per year (term time only)

Salary: Actual Salary £11,248 per annum (£24,523 per annum FTE)

Closing Date: Tuesday 21st July 2026 at 9am ***(We may close the advert early if sufficient applications are received. Early application is advised)***

Interview Date: TBC

Start Date: 2nd September 2026 (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

Shingley College is seeking to appoint a Personal Carer to work with learners across college who have personal care needs. Although the main focus of this role is personal care support, the role may also include supporting learners in class.

As a Personal Carer you will play a valuable role within the Learning Support Team and support learners to ensure that they are able to access all aspects of college life.

Situated in Saltaire, Shingley College is committed to high standards and encourages staff and students to do their best and to aim high.

If you are self motivated, very well organised and able to work both independently or as part of our team, then we would love to hear from you!



Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> ● Pension Schemes ● Term Time Only Working ● Professional Development opportunities ● Access to a free gym on site ● Reduced cost train and bus travel* ● Access to free onsite car parks ● Shopping discounts with discount app ● Enhanced Annual Leave <p>*qualifying period applies</p>	<ul style="list-style-type: none"> ● Has experience of working with people with SEND/EHCPs ● Holds a level 2 (GCSE equivalent) in English Maths or a Statement of Comparability confirming equivalency ● Is willing to work towards a Level 3 SEND qualification ● Has strong communication skills and the ability to build positive relationships with students ● Safe working practices ● Has the ability to work well within a team and contribute to inclusive culture. ● Ability to actively engage in a physically demanding role from classroom activities to outdoor break supervision.

How to Apply: Application forms can be obtained from www.shipleys.ac.uk. Completed applications should be submitted to jobs@shipleys.ac.uk.

<p>Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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Job Description

JOB TITLE	Personal Carer
RESPONSIBLE TO	Head of Department / Team Leader

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

To help learners engage, participate and achieve by providing support and removing barriers to access for those who have an identified support requirements.

To provide high standards of personal care (e.g. assisting to toilet, dressing, moving and hoisting, changing clothes etc) for learners, following individual Health Care Plans. Ensuring that all support and contact is dignified, safe, polite, friendly and supportive.

DUTIES AND RESPONSIBILITIES

- To provide personal care support to learners
- To have regard to the health and safety, medical status and emotional well-being of learners under supervision at all times
- To safely use aids and equipment in a manner that respects the dignity of the learner. For example: changing beds, electric hoists, wheelchairs, standing frames
- To wear PPE (Personal Protective Equipment) as provided by the College e.g. gloves/aprons/goggles/masks, when required
- To encourage, remind, assist and administer medication and accurately record interventions

- To support learners with other personal needs such as eating and drinking, including PEG (Percutaneous Endoscopic Gastrostomy) feeding
- To accurately complete relevant records and perform administrative duties relating to learners with personal care and support needs on a daily basis
- To ensure the safe and appropriate storage of medications
- To provide support to individual learners in class
- To meet the needs of individuals with a disability or learning difficulty as identified during the application and enrolment process or as deemed necessary by the Head of Learning Support
- To support college staff in promoting the behaviour that is required in order to maintain a positive and productive learning environment
- To ensure the support provided is effective in meeting the needs of the learner and will lead to a successful outcome and progression
- To assist with learner related administration

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 qualifications in English Language and Maths (must evidence original certificates or a <u>Statement of Comparability</u> showing the equivalent on the interview day)
Experience of supporting others with their personal care needs in a variety of settings
Demonstrate knowledge and skills appropriate to the role; safe working practices, sensitivity, empathetic, discrete and caring
Cope with the physical and mental demands of the role
Willingness to work towards a Level 3 SEND qualification within two years of starting the role
Willingness to undertake training and CPD appropriate to the role
Excellent communication skills and understanding of the importance of professional boundaries
Experience of (more than 1 year) working with individuals with SEND and/or EHCPs
The ability to maintain timely and accurate records
Self- motivated and ability to work on own initiative
Willing to work to a flexible attendance pattern to include early morning and late afternoon

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Experience of working in an educational setting
Specialist qualifications in SEND, Personal Care, Mental Health
Experience and knowledge of CPD in Personal Care
Educated at or above Level 3
Reflective practitioner with high levels of self-awareness

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Knowledge of SEND Code of Practice and recent SEND Legislation
Knowledge and experience of Equality, Diversity and Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

Message from the Senior Leadership Team

Shipleigh College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipleigh College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. We are delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their learners and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our college so successful. We are proud of the commitment and hard work of all the college's staff, learners and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us!

Shipleigh College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES – THRIVE!

Transformational: We champion lifelong learning, leading by example and fostering a culture of growth for all.

Heritage: We value our history and invest in our future.



Relationships: We build strong partnerships and work together to achieve shared goals.

Inclusion: We foster a welcoming, caring and equitable environment for you.

Vision: We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

Excellence: We are dedicated to delivering exceptional education and achieving outstanding outcomes.

98% of learners agree that the College is a safe place to learn
96% of learners agree that College staff are friendly and helpful

