

# The **GALLERY** TRUST

A community of special schools



## **Pool Assistant Candidate Information Pack March 2023**

Thank you for your interest in the post of Pool Assistant at Bardwell School.

Bardwell School is a community special school for children aged 2 – 19 years with severe learning difficulties and profound and multiple learning difficulties. The school has 105 pupils on roll, following recent expansion of the school buildings.

We are passionate about students at Bardwell having their abilities recognised and celebrated, whilst receiving an excellent education. The staff team is committed to very high standards in relation to every aspect of our pupils' education. The school is values led, with every decision underpinned by its principles and values. These values include a positive reinforcement approach to behaviour management and a non-label led, individualised approach to planning and delivering learning for all students.

Bardwell School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust, which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you!

Thank you again for your interest and we look forward to hearing from you.



*Julie Foot*  
*Head Teacher*

## **Pool Assistant**

### **Grade 6**

**Actual Salary:** £10,839.20 - £11,872.34 per annum

(FTE Salary £22,777 - £24,948 per annum)

**Work Pattern:** 21 hours per week (3 days 8:30 – 3:30), 38 weeks per year  
Term-time only

This is an exciting time to join the team at Bardwell School as our school expands.

The role of the Pool Assistant involves setting appropriate boundaries for children, supporting with their education and care and liaising with families to get the best possible outcomes. You will have the attributes to work across the whole school, including supporting children with complex health and medical needs and students who may demonstrate physically challenging behaviour. You will have, or be willing to quickly develop, a good understanding of our school curriculum, how to create a climate for success and how to support pupils with special educational needs and disabilities to learn and develop. You will also demonstrate a resilient and instinctive approach in meeting our pupils' needs.

If you share our passion for making a real difference to the lives of children and young people with special needs, this could be the opportunity you are looking for. In return for your contribution to our team, you will work in an environment, which is innovative and in a role which is rewarding and fulfilling. We will provide you with induction and training, and the opportunity to join the Local Government Pension Scheme, one of the largest public sector pension schemes in the UK.

### **Benefits of working at Bardwell School include:**

#### **Professional development opportunities**

- Regular training and access to a range of internal and external professional development opportunities, tailored to your learning needs, your job role and your career aspirations.
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire.
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

#### **Financial**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Perkbox membership (a discount and benefit platform)
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work scheme

## Wellbeing

- The opportunity to be a key member of a friendly and supportive staff team, dedicated and committed to improving outcomes for students
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys and gathering of staff views to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Cycle to work Scheme
- Weekly opportunity to purchase from the Post 16 lunch bar (currently soup and scone)
- Tuck shop – run by Post 16 provision (The Lodge)

## Facilities

- Free car parking and cycle storage

## Application Process

To apply for this post, please email [jobs@bardwell.oxon.sch.uk](mailto:jobs@bardwell.oxon.sch.uk) or telephone 01869 242182 to request an application form and a job pack.

Please submit your application form **by Thursday 16<sup>th</sup> March 2023 at 1:00pm** to [jobs@bardwell.oxon.sch.uk](mailto:jobs@bardwell.oxon.sch.uk) or by post. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

# The GALLERY TRUST

A community of special schools

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

## Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.



Bardwell School is a community special school that caters for children aged 2 – 19 years.

Students work in class groups where teachers differentiate learning for all students, ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad skills-based curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners and its strong focus on pathways to adulthood, supports students onto further education and into employment.

Bardwell School benefits from a hydrotherapy pool that has recently been refurbished. Pupil's have termly blocks of weekly swimming lessons, and pupils with physically disabilities and/or physiotherapy programmes attend additional weekly sessions for movement swims as required.

The committed team at Bardwell School includes class teachers, teaching assistants, lunchtime supervisors, administrative staff, facilities manager and cleaning team, a pool manager and pool assistant, an ICT technician and Pastoral and Safeguarding manager.

The school is also commissioned to deliver a Short Break service, Branch-Out. This provision is highly regarded by parents and professionals and lead by the Short Breaks Lead and Short Breaks Deputy and has a team of play workers. Branch-Out provide after school clubs, youth clubs and holiday provision.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that families know their child best. The wider multi-professional team at Bardwell includes a Special School Nurse, Speech and Language Therapist, Occupational Therapist and Physiotherapist. The school also hosts health clinics through the special school nurse provision.



## **Pool Assistant Job Description**

### **Introduction**

The job description should be read in conjunction with the current School Teachers' Pay and Conditions document and the provision of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Manager if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Anti-Bullying, Harassment and Discrimination policy.

### **Pool responsibilities**

- Assisting with leading and supervising swimming sessions. This will include whole class sessions and physical movement sessions.
- Working with the school physiotherapists in implementing physical movement programmes.
- Acting as pool lifeguard having gained NRASTAC or NPLQ qualification which enables you to rescue and support children and adults struggling in the water.
- Undertaking administrative tasks relating to the pool which will include but are not limited to; Completing termly assessments that include multimedia evidence of achievements and ordering of pool supplies.
- Assisting with the maintenance of the pool, including daily monitoring of filters, chemical balance and temperature etc. Assisting the Hydrotherapy and Pool Lead in ensuring that the highest possible health and safety standards are reached and maintained (including general housekeeping and cleaning).
- Co-operate with other professionals and parents who will be involved with the children at Bardwell School
- Take an active part in the life of the school and attend weekly team meetings and monthly staff meetings.
- Undertake in-service training as appropriate.
- Facilitating the smooth operating of pool facility.
- Health and safety awareness which will include but are not limited to; co operate with health and safety requirements; report all defects in line with in house processes; complete and action risk assessments; be familiar with emergency action plans; raise any health and safety issues.
- In conjunction with the Hydrotherapy and Pool Lead and following appropriate training, liaise with contractors and/or other professionals to ensure that the pool is maintained to a high standard and meets all compliance regulations.
- Read, understand and implement the Normal Operating Procedure (NOP) and Emergency Action Plan (EAP).

### **Teaching and learning**

At times the pool may be closed due to maintenance / absence. During such times the pool assistant would be required to support other teaching and learning within the school.

- To understand our school vision, aims and ethos and promote these at all times
- To work under the direction of the Hydrotherapy and Pool Lead or Class teacher to support teaching and learning in our classes as timetabled (this will include small groups and one-to-one sessions)
- To produce/reproduce materials and resources to support teaching and learning.
- Update display boards to help the children in understanding of the risks and positive points to swim and survival, in their transitions to and from the pool and to celebrate learning.
- To positively support pupils in informal sessions such as break-times and lunch-times.
- To support pupils with personal care needs
- To support with a child's individual needs, following specific training and advice (for example movement and positioning programmes, managing epilepsy, managing challenging behaviour, supporting with eating and swallowing skills).
- To be a role-model for our pupils
- To work within our ethos to positively manage behaviour, recognising that praise and reward are the most effective behaviour management tools
- To support with the physical management of challenging behaviour following completion of Team Teach training.
- To support pupils in inclusion sessions as required
- To participate in off-site learning activities
- To feedback back pupil progress to the class teacher and contribute ideas for targets and planning, in liaison with the Hydrotherapy and Pool Lead.

### **Standards & Quality Assurance**

- To attend weekly team meetings
- To attend whole *staff* meetings
- To be committed to your own professional development and participate in professional development systems and activities as required
- To be willing to undertake any training deemed necessary to enable you to ensure the highest standards of quality and compliance.

### **General Responsibilities**

- To follow school and county guidelines for safe working practice to safeguard pupils and *staff* in schools, maintaining confidentiality and attending training as required. Including:
  - o Reading and understanding Keeping Children Safe in Education (Part 1)
  - o Following our Code of Conduct (see *staff* handbook)
  - o Knowing and following our Child Protection/ Safeguarding Policy and procedures
  - o Following procedures within our Whistleblowing Policy as appropriate..
- To be aware of and comply with Health and Safety legislation and policies of the school including;
  - o Cooperate with health and safety requirements.
  - o Report all defects on the maintenance forms and return them

- o to the office.
- o Complete and action risk assessments for all potentially hazardous on/off site activities.
- o Use, but not misuse things provided for your health, safety and welfare.
- o Assess the risk - do not undertake unsafe acts.
- o Inform the Headteacher of any "Near-Misses".
- o Be familiar with the 'Emergency Action Plan' for fire, first aid, bomb and security.
- o Raise health and safety and environmental issues with line manager / Facilities manager / Headteacher.
- To promote the school and our pupils
- Any other class duties as directed by Headteacher, Deputy Headteacher, Assistant Headteacher or class teacher
- To promote the role of a lifeguard and act as a role model.

**Selection Criteria  
Pool Assistant**

	<b>Essential</b>	<b>Desirable</b>
--	------------------	------------------

Professional Qualifications	<p>One of the below qualifications:</p> <p>NPLQ</p> <p>NRASTAC</p> <p>Lifesaving/lifeguarding or other relevant qualifications</p> <p>Or be a competent swimmer who is willing to undertake lifeguard training.</p>	<p>First aid trained</p> <p>Team Teach trained</p> <p>SEQ Level 1 swimming Assistant (Teaching) or equivalent.</p> <p>SEQ Level 2 swimming Assistant (Teaching) or equivalent.</p> <p>PWTAG Pool Plant Operators Certificate</p> <p>Control of Substances Hazardous to Health (COSHH)</p>
Experience	<p>Ability to relate well to children and adults</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to work flexibly, throughout the whole school, meeting the needs of pupils in a range of contexts.</p> <p>Good organisational and interpersonal skills</p> <p>Willingness and ability to undertake physical management of pupils, following appropriate training</p> <p>Willingness to undertake First Aid training and to attend to the medical, first aid and personal needs of pupils, including those specific to a pool environment.</p> <p>Willingness to take an active role in the support of lessons across the school including P.E</p>	<p>Understanding of relevant policies/codes of practice and awareness of relevant legislation.</p> <p>Understanding of child development and learning</p> <p>Experience of working with or caring for children with Special Educational Needs.</p> <p>Experience of teaching swimming.</p> <p>Knowledge of implementing a Total Communication approach / supporting students with Language and communication difficulties.</p>
Professional Knowledge & Skills	<p>Knowledge and experience of developing a purposeful learning environment and using a range of strategies to promote good behaviour</p> <p>Willingness to engage in cleaning regimes to maintain high standards of health and safety in the pool environment. .</p> <p>Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds with an</p>	<p>Awareness of current initiatives, issues and legislation</p> <p>Knowledge and experience of applying a framework of curriculum planning which: includes long and short-term plans; requires learning objectives to be identified for classes, group and</p>

	<p>understanding of how these may affect their learning</p> <p>Understanding the role of pool assistants in maximising pupils' learning, building water confidence, life and survival skills and having fun in the water.</p>	<p>individuals; enables monitoring, assessment and recording of pupils' progress.</p>
<p>Personal Skills and Qualities</p>	<p>Strong commitment to raising standards</p> <p>High expectations of self and others</p> <p>Ability to establish and maintain positive relationships, including with parents</p> <p>Ability to remain positive and enthusiastic, including when under pressure</p> <p>Good communication skills</p> <p>Effective computing skills</p> <p>A role model for lifeguarding and general enthusiasm for swimming.</p>	

Please ensure that your application demonstrates how you meet the above selection criteria.

March 2023.