

# The **GALLERY** TRUST

A community of special schools



## **Welfare and Personal Care Assistant Information Pack**



Springfield School is a special school for children aged 3 to 16, who have been identified as having Severe or Profound Learning Difficulties. We currently have 110 children on roll and all our pupils have an Education, Health and Care Plan (EHCP).

We believe in creating opportunities for both pupils and staff to succeed in their own goals. It is essential for us to work closely with parents, carers and other professionals to promote support for everyone and sharing of good practice.

We strongly believe in the benefits of integration and inclusion to all and as such our Early Years and Primary classes are co-located with Madley Brook Primary School in a uniquely integrated and purpose-built site. Our secondary pupils are also located in a purpose-built building alongside the Wood Green Secondary School site. We work hard to promote inclusive activities with our partner schools and the wider community.

The school is seeking an inspirational and dynamic Welfare and Personal Care Assistant: a gifted practitioner who can meet the needs of this vibrant and diverse community.

Springfield 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 seven 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.

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

**Welfare and Personal Care Assistant  
Grade 5  
£10,650 to £11,010 [FTE Salary £23,500 to £24,294]**

**20 hours per week, 38 weeks per year, term time only  
Monday to Friday 10am – 2pm  
To start as soon as possible**

A Welfare and Personal Care Assistant role at Springfield School is rewarding, exciting and challenging.

If you share our passion for making a real difference to the lives of children and young people with special needs this could be a great role for you. Previous special school experience is not necessary, but it is essential you fully share our values.

### **Application Process**

To apply for this post, please email your application form to [recruitment@springfield.oxon.sch.uk](mailto:recruitment@springfield.oxon.sch.uk)

You can download the application form from the school's website [www.springfield.oxon.sch.uk](http://www.springfield.oxon.sch.uk) under 'Job Vacancies' in the 'About The School' section or from The Gallery Trust website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk)

Applications will be reviewed against the shortlisting criteria.

**A member of our Senior Team will be in touch if you have been shortlisted for interview.**

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.

Springfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people, that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.

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

## **Benefits of working at Springfield School, part of The Gallery Trust**

### **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
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

### **Financial**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- 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
- Perk Box - discount and wellbeing platform membership

### **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
- Membership to My Healthy Advantage wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- Generous annual leave entitlement for support staff which increases to reflect length of service
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys 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

### **Facilities**

- Free car parking and cycle storage

# Welfare and Personal Care Assistant

## Job Description

### Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

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 Leaders 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 Dignity at work policy.

### Job Purpose

To work within all departments at Springfield School and to assist in the personal care, welfare and management of the pupils.

### Key Responsibilities:

### Duties and Responsibilities

- Establish rapport and respectful, trusting relationships with young people, acting as a role model, and setting high expectations.
- Promote inclusion and acceptance of all
- Assess the needs of young people and use detailed knowledge of personal care needs to support them
- Ensure safety, welfare, and personal hygiene. (Basic first aid to be included where appropriate)
- Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Work as part of a team assisting in the personal care and management of pupils with a disability and/or medical condition
- Liaise with professional staff in the care management of individual children/students
- Attend to physical and personal hygiene needs including:
  - Bathing and cleansing
  - Toileting pupils and helping them learn to use specialist equipment
  - Dressing and undressing
  - Feeding, where necessary and being aware of special techniques, which may be used (after training)
  - Moving and handling pupils (after training)
- Undertake minor tasks related to maintaining and enhancing the school environment.
- Take a full and active part in the life of the school.
- Undertake other duties as may be commensurate with the grade and nature of the post.

### Support for the Organisation

- Comply with and assist with the development of policies and procedures relating to safeguarding, health & safety, confidentiality, and data protection, reporting all concerns to an appropriate person
- Contribute to the overall work and ethos of the organisation
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with staff, to support the achievement and progress of young people
- Contribute to the development of appropriate multi-agency approaches to supporting young people.
- Improve one's own practice through training, observation, evaluation, and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to support others
- Contribute to the identification and execution of appropriate out-of-school activities, which consolidate and extend the school activities.

#### **Tasks Specific to the Role**

- To maintain and develop high standards of personal care under the direction of the senior leadership team within the school
- To assist with the supervision and feeding of pupils and students during the lunch time period
- To contribute to the overall development of the school and its young people by attending and contributing to staff meetings and training where appropriate.

The above **list of job duties** is **not** exclusive or **exhaustive** and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

**Selection Criteria**  
**Welfare and Personal Care Assistant, Springfield School**

	<b>Essential</b>	<b>Desirable</b>
<b>Professional Qualifications</b>		<ul style="list-style-type: none"> <li>Level 2 (GCSE or equivalent) in Maths and English or suitable equivalent experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience of working with children and / or people with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience working in a school environment</li> <li>Previous experience working with SEN, ASD, SLD and PMLD.</li> </ul>
<b>Professional Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Ability to work flexibly, throughout the whole school, meeting the needs of pupils in a range of contexts.</li> <li>The ability to communicate, both orally and in written form, with a range of parties including parents, teachers and classroom support assistants and para-medical staff.</li> <li>The ability to follow manual handling programmes (after training).</li> <li>The ability to feed and supervise young people (after training).</li> <li>Willingness to undertake First Aid training and to attend to the medical, first aid and personal needs of pupils.</li> <li>Desire to constantly improve own practice/knowledge through self-evaluation and learning from others.</li> <li>Ability to relate well to children and adults</li> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>A commitment to safeguarding and health and safety legislation</li> <li>A commitment to following all school policies</li> <li>A commitment to upholding the school's vision and values</li> <li>Understanding of child development and learning</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with or caring for children of relevant age.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>An understanding of or willingness to learn about the barriers to learning faced by pupils with complex needs</li> </ul>	