



The **GALLERY TRUST**



A community of special schools

**Welfare and Personal Care Assistant
Candidate Information Pack
2024**



Thank you for your interest in the post of Welfare and Personal Care Assistant at Mabel Prichard School.

We are a community special school for children and young people with complex needs from the ages of 2 to 19.

At Mabel Prichard School, we believe in enabling every student to discover who they are and to realise their full potential. Our curriculum offers a broad range of opportunities to face challenge; develop independence; prepare for adulthood; discover the world around them; be safe and develop the skills and knowledge to lead a happy, positive and fulfilled life.

Through our strong caring ethos, we support students to respect their whole community, regardless of background, race, gender, faith and disability and to celebrate diversity, so they are able to develop skills of empathy and tolerance in their life ahead.

We believe education plays a pivotal role in developing as individuals, alongside the vital input from families and other professionals whom we enjoy working closely with. The purpose of the school is to create opportunities through education for each student to value themselves and each other; develop confidence; communicate their thoughts and ideas and to enjoy discovering their strengths to take forward in their life ahead.

Mabel Prichard 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.

Lucy Wawrzyniak
Executive Headteacher

**Welfare and Personal Care Assistant
Grade 5
Actual Salary £12647.74 - £13075.07 per annum
(FTE Salary £23500 - £24294 per annum)
23.75 hours per week, 38 weeks per year, term time only
Monday to Friday 9.30am – 2.30pm
To start as soon as possible**

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

We have high aspirations and expectations for all our pupils and in turn this leads to high expectations of our staff. Welfare and Personal Care Assistants at Mabel Prichard School aid the delivery of creative learning that motivates our pupils and supports them to achieve.

All aspects of the role and responsibilities are focused on having an impact on the children and young adults at our school.

Some examples of our expectations include:

- To be able to demonstrate empathy with young people who have a range of learning and physical needs.
- An understanding of equal opportunities and high expectations for all pupils and students.
- To have a sense of humour and to be able to work as part of a dedicated team.

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, which can be found on our website.

Benefits of working at Mabel Prichard, part of The Gallery Trust

At Mabel Prichard we want to provide you with a rewarding and enriching career, which enables you to reach your full potential and achieve job satisfaction through a range of opportunities and benefits in our growing school.

Every staff member at Mabel Prichard is valued for the contribution they make to improving outcomes for our fantastic students, and we place a strong focus on the importance of retaining our talented and versatile staff.

Benefits of working at Mabel Prichard 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
- Excellent terms and conditions
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Generous public sector occupational sick pay
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

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
- 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

Application Process

To apply for this post, please submit your application form by to recruitment@mabelprichard.org or via post.

Applications will be reviewed weekly. 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.

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 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 seven special academies in the Trust located throughout Oxfordshire, with an additional 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.



At Mabel Prichard School students learn in one of our three pathway groups of either pre-formal, informal or semi-formal learners, although some class groups are a mixture of two as this makes the best dynamic for the students.

The school uses the Equals curriculum as a base for learning and adapts aspects of this as necessary for each cohort of learners we have. Details of this 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.

The committed team at Mabel Prichard School includes class teachers, teaching assistants, lunchtime supervisors, care assistants, school business manager and admin team, caretaker and cleaning team and safeguarding leads.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that they know their child best. The wider multi-professional team at Mabel Prichard 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.



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 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 Dignity at work policy.

Job Purpose

To work within all departments at Mabel Prichard School and to assist in the personal care 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
- Work with parents at a practical level in the management of toileting and in the use of equipment in the home
- Participate in residential experiences
- 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. Attend and participate in meetings as required
- 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, Mabel Prichard School

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • Level 2 (GCSE or equivalent) in Maths and English or suitable equivalent experience 	
Experience		<ul style="list-style-type: none"> • Previous experience working in a school environment • Previous experience working with SEN, ASD, SLD and PMLD.
Professional Knowledge & Skills	<ul style="list-style-type: none"> • Understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to work flexibly, throughout the whole school, meeting the needs of pupils in a range of contexts. • 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. • The ability to lift manually and with any hoist equipment provided (after training). • The ability to feed and supervise young people (after training). • Willingness to undertake First Aid training and to attend to the medical, first aid and personal needs of pupils. • Desire to constantly improve own practice/knowledge through self-evaluation and learning from others. • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • A commitment to safeguarding and health and safety legislation • A commitment to following all school policies • A commitment to upholding the school's vision and values • Ability to turn up for work regularly and on time. 	<ul style="list-style-type: none"> • Experience of working with or caring for children of relevant age. • First aid trained.
Personal Skills and Qualities	<ul style="list-style-type: none"> • An understanding of or willingness to learn about the barriers to learning faced by students with complex needs 	