

# The **GALLERY** TRUST

A community of special schools



## **Pool Assistant Candidate Information Pack March 2021**

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 95 pupils on roll and, following current expansion of the school buildings, the school will grow to 105 students.

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.



*Matthew Selsdon*  
*Interim Head Teacher*

**Pool Assistant  
Full Time, Permanent**

**Grade 6: Actual Salary £14,531 - £16,044 per annum  
(FTE Salary £20,493 - £22,627 per annum)  
31.5 hours per week, 38 weeks per year, Term Time only**

**To start June 2021 (or as soon as possible)**

This is an exciting time to join the team at Bardwell School as our school expands. We are recruiting for two permanent posts.

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. This is an exciting time to join our team, having recently joined The Gallery Trust, we are further developing our curriculum and assessments and will soon be having a new hall and classrooms built to support further expansion.

Some examples of our expectations include:

- Delivering highly personalised inclusive lessons
- Completing termly assessments that include multimedia evidence of achievements
- Contributing to our continual journey of school improvement

#### 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. You can also download an application form and job pack from our website [www.bardwell.oxon.sch.uk](http://www.bardwell.oxon.sch.uk) or from The Gallery Trust website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk)

Please submit your application form **by 5pm on Friday 4<sup>th</sup> June 2021** 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 Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

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.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2022
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove@Longford Park, Banbury (satellite provision of Orion Academy)
- The Gallery@Longford Park, Banbury (resource base for mainstream students)

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. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



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. All pupils access the pool for weekly swimming lessons, and pupils with physically disabilities and/or physiotherapy programmes attend additional weekly sessions as required.

The committed team at Bardwell School includes class teachers, teaching assistants, lunchtime supervisors, reception, finance and human resources staff, site 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 they 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 Dignity at work 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
- 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 Pool Manager 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.

### **Teaching and learning**

- To understand our school vision, aims and ethos and promote these at all times

- To work under the direction of the Pool Manager 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
- 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. This role will involve the restrictive physical interventions, including with young adults.
- 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

### **Standards & Quality Assurance**

- To attend weekly team meetings
- To attend whole staff meetings once a month
- To be committed to your own professional development and participate in professional development systems and activities as required

### **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:
  - Reading and understanding Keeping Children Safe in Education (Part 1)
  - Following our Code of Conduct (see staff handbook)
  - Knowing and following our Child Protection/ Safeguarding Policy and procedures
  - 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;
  - Sign out and in at reception (when leaving the site)
  - Cooperate with health and safety requirements.
  - Report all defects on the maintenance forms and return them to the office.
  - Complete and action risk assessments for all potentially hazardous on/off site activities.
  - Use, but not misuse things provided for your health, safety and welfare.
  - Assess the risk - do not undertake unsafe acts.
  - Inform Head of Establishment of any "Near-Misses".
  - Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
  - Raise health, and safety and environmental issues with pupils.



- To promote the school and our pupils
- Any other class duties as directed by Headteacher, Deputy Headteacher, Assistant Headteachers or class teacher

**Selection Criteria  
Pool Assistant**

|                                 | <b>Essential</b>  | <b>Desirable</b>   |
|---------------------------------|---|--|
| Professional Qualifications     |   | <p>MPLQ</p> <p>NRASTAC</p> <p>Lifesaving/lifeguarding or other relevant qualifications</p>   |
| Experience                      | <p>Experience of working with or caring for children of relevant age</p> <p>Understanding of child development and learning</p> <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.</p> <p>Ability to take an active role in the support of PE lessons</p> | <p>Team Teach trained</p> <p>NVQ 2 for Teaching Assistants or equivalent qualifications or experience</p> <p>First aid trained</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation</p> <p>Full driving license</p> |
| Professional Knowledge & Skills | <p>Awareness of current initiatives, issues and legislation</p> <p>Knowledge and experience of developing a purposeful learning environment and using a range of strategies to promote good behaviour</p> <p>Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning</p> <p>Understanding the role of pool assistants in maximising pupils' learning</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 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> |  |