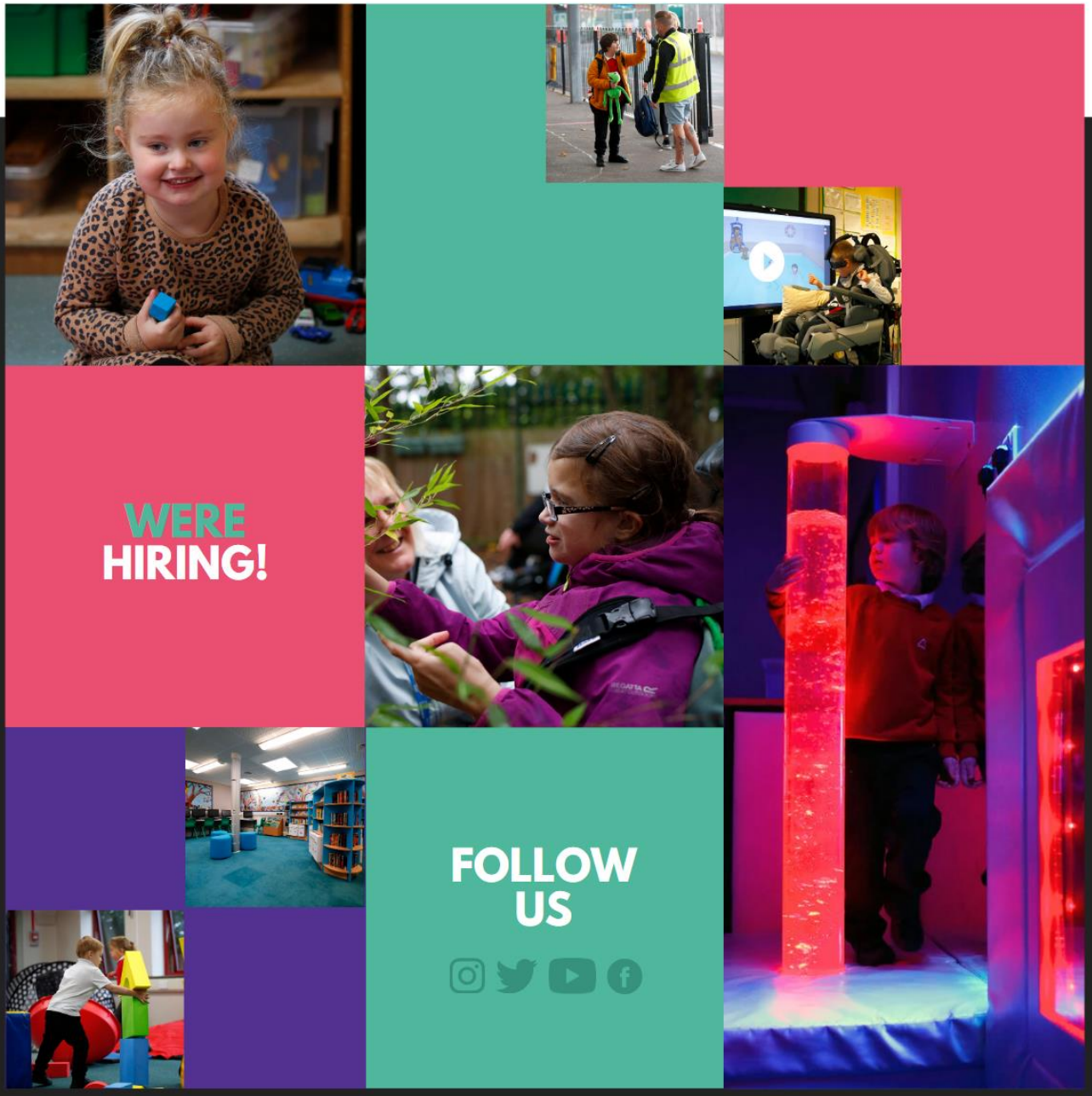
Severndale Academy

Enabling Communication, independence and enjoyment for life

CAREER OPPORTUNITY

Pupil Support Assistant / Midday Carer (Permanent)



Headteacher: Brian Thomas
Monkmoor Campus, Woodcote Way, Shrewsbury, SY2 5SH
01743 563333 www.severndaleacademy.co.uk

Learning Community Trust

Severndale
Specialist Academy

Dear applicant,

I would like to firstly thank you for expressing your interest in our amazing school. I know you will discover that Severndale is not only a school but also an environment that places our children at the heart of everything we do. Severndale Academy is a special school in Shropshire and is a key part of the Learning Community Trust, a multi academy trust working across Shropshire and Telford. Our provision is split across three sites including our main Monkmoor site, a specialist provision working within the Mary Webb mainstream secondary school and also our post 16 – 25 provision based at Shrewsbury College called Futures.

My name is Brian Thomas and I am the Principal of Severndale. We have a very clear vision for our school that drives us every day and in everything we do. We ensure that the needs of all our young people are 'truly met' and that we ensure all our pupils leave Severndale being as independent as they can be, being ready to access 'life beyond the school' as safe, happy, confident young people.

I feel privileged to work at our school and am so proud to be leading such a fantastic team of staff. You will be joining what can only be described as a team, teachers and support staff work closely and relentlessly to meet our vision. They tirelessly support our young people and their families with additional needs every minute of every day to ensure our children have the best of everything. Every member of staff is passionate about our children and have all developed the knowledge they need through high quality training we provide in school, through the Trust and through leading external experts. This training enables staff with no experience to feel confident in all aspects of their role and our most experienced to become true experts in their field.

Our outstanding staff focus on developing our young people through quality interactions, building strong relationships and supporting positive communication, all within the vehicle of high-quality learning experiences in a dynamic, creative, enjoyable and safe environment.

Whilst our children are the heartbeat of the school, our staff are the driving force. They create the environment and ethos of the school through their dedicated and passionate approach. I hope when you read the information about this role and our school you are excited by the prospect of joining us, working with our amazing young people who will make you smile every day, and developing a career in which to flourish.

I would welcome the opportunity to meet with you and provide you with a tour of our school. If you would like to come and visit, please contact Nic Copeland, HR Officer (nic.copeland@severndaleacademy.co.uk).

I look forward to meeting with you and you joining our amazing team.

Brian Thomas
Principal

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About our School

Severndale Academy was established in September 1995 following the reorganisation of provision for children with special educational needs in Shropshire. In September 2008, a large scale development was completed at the site on the Monkmoor Campus. In September 2011 a second provision based at Mary Webb School and Science College opened to cater for secondary aged pupils with moderate learning difficulties. In November 2014 our Futures provision in conjunction with Shrewsbury College providing work related learning for the students.

Our children are amazing and a pleasure to work with, we pride ourselves on the relationships at staff level but especially with our children and their families. Our staff are rewarded ever day knowing that they are making a difference to the young people's lives, their families and the community. Our young people are aged 2.5 to 25 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties.

Our curriculum drives how our school works and we also use a range of models to provide our children with active learning through motivating, exciting activities. We encourage children to make choices, solve problems, develop independence and most importantly, have fun!

To enable this high level of education and create an environment for our students that we are proud of we benefit from the most amazing staff. Every member of staff is valued for the role they have, no position is more important than another and it is recognised at all times that the staff need each other for the school to run effectively for the children. Our highly trained internal staffing is complemented by significant external specialist support such as Health professionals, speech and language therapist and physiotherapists.

Our school offers a truly rewarding career, roles with progression and high-level training. Our children and young people make working at Severndale satisfying and gratifying. To find out more about our school please visit our website: Severndale Academy

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JOB DESCRIPTION – *Pupil Support Assistant / Midday Carer*

Purpose of the Post:

While working under the instruction of the teaching staff and nominated teaching assistants, a Pupil Support Assistant will support the personal needs of pupils and to support the teacher in the management of pupils. This will include the preparation and routine maintenance of resources / equipment.
A Midday Care Assistant will provide support for the play, welfare and feeding of an individual or small group of pupils.

Duties and Responsibilities will include:

Support for Pupils

- Attend to pupils' personal needs, and implement related personal programmes, includingsocial, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils, ensuring their safety and access to learning
- Establish constructive relationships with pupils and interact with them according toindividual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others, and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

Support for the Teacher

- Prepare the classroom as directed to support pupils in their lessons and to clear afterward -Assist with the display of pupil's work
- Ensure the timely and accurate preparation of routine equipment/materials as set out ininstructions
- Be aware of pupil problems / progress / achievements, and report to the teacher as agreed
- Undertake pupil record keeping as directed for personal needs
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Provide routine clerical tasks e.g. photocopying, typing, filing, collecting money

Support for the Curriculum

- Support pupils in understanding instructions / routines
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment / resources as directed by the teacher, and assist pupils intheir use
- Monitor and arrange the orderly and secure storage of stock and supplies

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Support for the School

- Be aware of and comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the academy
- Facilitate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including lunchtimes

Midday Care Assistant Responsibilities

- Participate in play activities, whilst pupils are in recreation time
- To feed pupils following plans and procedures where necessary
- To provide intimate care for children under the direction of classroom staff
- To be flexible and understanding within the working environment

Reporting

- Responsible to the Class Teacher, Department Lead, Assistant Principal and ultimately the Principal

Benefits of the Post:

Pupil Support Assistant:

- The grade of the post is: Scale 2, Point 3 with a progression scale to Point 4.
- 12.5 hours per week
- Term Time plus 1 week per year

Midday Care Assistant:

- The grade of the post is Scale 2, capped at point 3
- 7.5 hours per week
- Term Time only

The above job description does not define in detail all of the duties and responsibilities of the post inquestion. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.

For more information regarding our schools commitment to safeguarding, please see our website for our school policies - https://severndaleacademy.co.uk/our-school/policies/

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PERSON SPECIFICATION – ***Pupil Support Assistant / Midday Carer***

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications	• Standard level of Education	• 5 GCSE's or equivalent • NVQ level 2 or 3 in Support / Learning Equivalent • First Aid Qualification	A
Work experience and desired vocational training	• Ability to provide support with play, welfare and feeding of pupils and students • Experience of providing personal hygiene care • Experience of working with children or vulnerable adults	• Experience of working in a Special School with Children with Special Educational Needs • Some knowledge of classroom administration • Manual handling	A, I, R
Other relevant experience and/or interests	• Good knowledge of school based education	• Experience of feeding pupils by	A, I
Job related personal skills	• Motivated • Punctual • Ability to relate well to children, staff and parents • Work on own initiative		A, I
Special Working Conditions	• Flexible approach to working environment • Ability to meet the physical demands of the post • Ability to bring to the role, initiative, enthusiasm and commitment	• Undertake training in Restrictive Physical Prevention (Restraint)	A, I