

# CAREER OPPORTUNITY

Lead Pupil Support Assistant / Midday Carer



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US**



**Headteacher: Brian Thomas**

Monkmoor Campus, Woodcote Way, Shrewsbury, SY2 5SH

 01743 563333

 [www.severndaleacademy.co.uk](http://www.severndaleacademy.co.uk)

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](mailto:nic.copeland@severndaleacademy.co.uk)).

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

A handwritten signature in black ink, appearing to read 'B Thomas'.

Brian Thomas  
Principal

## About our School

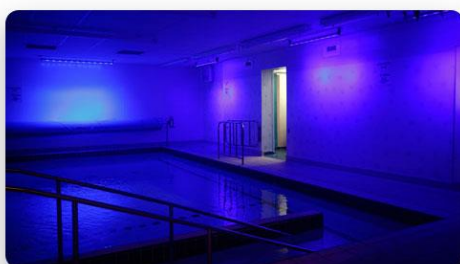
Severndale Academy was established in September 1995 following the reorganisation of provision for children with special educational needs in Shropshire. In September 2008, a large scale development was completed at the site on the Monkmoor Campus. In September 2011 a second provision based at Mary Webb 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 every 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](http://www.severndaleacademy.co.uk)



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## **JOB DESCRIPTION – *Lead Pupil Support Assistant / Midday Carer***

### **Purpose of the Post:**

The Lead Pupil Support Assistant / Midday Carer holds a key role in managing a team of Pupil Support Assistants / Midday Carers (PSA/MDC) on a daily basis. The post holder will organise the team to meet the needs of each zone and address daily cover to ensure the PSA/MDC teams are fully functional whilst establishing and maintain rotas for lunch sittings.

The Lead Pupil Support Assistant / Midday Carer will also ensure the team of PSA/MDC have adequate training i.e. TeamTeach and manual handling. The post holder will require strong communication skills to establish links between Teachers, Teaching Assistants and SLT lead.

The post holder will also be required to undertake role of Pupil Support Assistant to 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. As a Midday Carer, you will provide support for the play, welfare and feeding of an individual or small group of pupils.

The successful candidate will need to have a personality that lends itself to the needs of Severndale. Key traits would be the need to be self-motivated, work as a part of a team, be robust, have a sense of humour and strive to inspire and achieve the very best outcomes for our young people.

### **Personal Skills required:**

- Organised with good time-management skills
- Excellent communication skills with students who have speech and language difficulties
- Ability to manage a team of PSA/MDC
- Ability to work independently and as part of a team
- Ability to monitor student progress
- Positive and enthusiastic when faced with challenges

### **Duties and Responsibilities will include:**

#### *Line Management of a team of PSA/MDC's*

- Managing the team of PSA/MDC's on a daily basis
- Organising teams to meet the needs of each zone
- Addressing daily cover to ensure the PSA/MDC teams fully function
- Establish and maintain rotas for lunch sittings
- Ensuring that all PSA/MDC staff have adequate training i.e. TeamTeach / Manual handling
- Establish strong communication links between Teachers, TA's and SLT lead

#### *Support for Pupils*

- Attend to pupils' personal needs, and implement related personal programs, including social, 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 to individual 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 in instructions
- 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 in their use
- Monitor and arrange the orderly and secure storage of stock and supplies

### *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:**

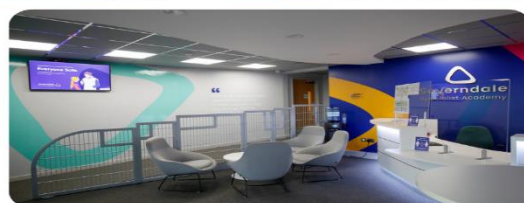
1. The grade of the post is: Scale 4, Point 7 with a progression scale to Point 11
  2. The hours of work are: 32.5 hours per week (09:00 – 16:00), Term Time plus 1 week per year
- Severndale values the importance of all staff having outstanding training. As a result, our Continual Personal Development programme is robust, providing both internal and external courses not only for current roles, but also to provide a platform for future roles within the academy

- The leadership of the school fully understands the demands placed on staff. As a result, we offer flexible working contracts to support our staff and their needs
- One of the key benefits to working with us is the Local authority pension scheme
- The Academy is proud of how it supports the physical and mental health of our staff. We work in partnership with the School Advisory Service (SAS – employee assistance program). The free benefits of this relationship include:
  - a. Physiotherapy
  - b. Counselling & Mindfulness
  - c. Weight Management
  - d. Nurse Support Service
  - e. Menopause Support
  - f. Whole School & Leadership Support
  - g. GP Phone & Video Consultations
  - h. Cancer & Chronic Illness Support
  - i. Private Medical Operations
  - j. Staff Wellbeing Clinics
- We are conscious that the Academy needs to support employees with the cost of living crisis and one of the ways we do this is by offering every employee the 'Bike to work scheme'.
- Where required we link with NHS and private companies to offer Occupational Health referrals that support you as an employee within the workplace
- We are fortunate to be able to offer free staff car parking
- Severndale social is an area that will be expanding rapidly with employee benefits such as reduced membership costs at local gyms and holding a staff raffle twice a year to show our appreciation of staffs hard work.

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

The Learning Community Trust is committed to safeguarding and promoting the welfare of Children and young people. All post holders are subject to an enhanced DBS check (including a check on the children's barred list) for the successful applicant. References will be checked following the Learning Community Trust recruitment and selection process. We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

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



## PERSON SPECIFICATION – Lead Pupil Support Assistant / Midday Carer

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSED
Qualifications	<ul style="list-style-type: none"> <li>A passion for wanting to work within a special school setting and supporting the Severndale vision</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 2 and/or 3 Teaching Assistant qualification or equivalent</li> <li>GCSEs grades 9 - 4 (A* to C) in English and Maths</li> </ul>	A, I
Work experience and desired vocational training	<ul style="list-style-type: none"> <li>Employment that demonstrates strong working relationships</li> </ul>	<ul style="list-style-type: none"> <li>Relevant experience working in Mainstream School working with Children with Special Educational Needs</li> <li>Some experience of classroom administration support Experience of working in a Special School with Children with Special Educational Needs</li> </ul>	A, I, R
Other relevant experience and/or interests		<ul style="list-style-type: none"> <li>Good knowledge of school based education</li> </ul>	A, I
Special(ist) knowledge		<ul style="list-style-type: none"> <li>Team Teach, Makaton, Moving &amp; Handling</li> </ul>	A, I
Job related personal skills	<ul style="list-style-type: none"> <li>Motivated</li> <li>Punctual</li> <li>Ability to relate well to children, staff and parents</li> <li>Work on own initiative</li> </ul>		A, I
Special Working Conditions	<ul style="list-style-type: none"> <li>Flexible approach to working environment</li> <li>Ability to meet the physical demands of the post</li> <li>Ability to bring to the role, initiative, enthusiasm and commitment</li> </ul>	<ul style="list-style-type: none"> <li>Undertake training in Restrictive Physical Prevention (Restraint)</li> </ul>	A, I

Method of Assessment: (A) application form, (I) interview, (R) reference