

# Activity Support Assistant within Physically Impaired Provision



## Newsome Academy RECRUITMENT PACK

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Proud member of Impact Education Multi Academy Trust

## Our Academy



It is a privilege and a source of great pride to serve both the school and wider community at Newsome.

We work closely with the community, parents, and carers to make sure everyone is part of our journey to continue to raise standards and create a school where everyone counts; where everyone has the chance to succeed, to discover themselves and learn how to lead a life of integrity, respect, and happiness.

It is vital that everyone in the community has a voice and knows that they are listened to, including pupils, staff and parents and carers.

Newsome Academy is an aspirational and inclusive school. We believe in the potential of every individual to make exceptional progress from their starting points and to thoroughly enjoy their time at our school.

We believe that the wellbeing and happiness of every child is essential, and the needs of our children are at the heart of everything we do. Our journey is focused on having very high expectations. It means ensuring children who are successful and strive to achieve their best, know they are valued, believe in themselves, and have respect for others.

We aim to consistently promote fundamental British values and pupils' spiritual, moral, social, and cultural development. You will hear the word 'family' mentioned a lot and we operate very much in this way.

Mr Dean Watkin  
Headteacher



## Are you a talented professional looking for a new challenge?

We are looking for an Activity Support Assistant to work within the Specialist Provision for Physical Impairment to assist and support physically impaired students with their personal and intimate care needs. This will include support and promotion of independence around toileting and eating/drinking at break and lunchtime. Experience in stoma and/or gastrostomy care would be an advantage and a willingness to undertake training in this area is essential. Another aspect of this role will be supporting students in developing independence around life skills.

You would have shared responsibility for administering and accurately recording routine medication and would provide support setting up mobility/postural equipment and with exercise programmes. The role would also require assistance in basic admin tasks as necessary.

If you are genuinely interested in working with physically impaired young people, are compassionate, patient, caring and flexible, and you believe you can make a difference, we would like to hear from you.

You will be joining a warm and friendly workforce who are committed, hardworking and share the vision to become outstanding and achieve excellence in all that they do. We will provide full induction training and opportunities for further professional development.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

### Department Information

- The PI Specialist Provision has recently had a significant investment and is well equipped with a range of accessible resources to enhance learning and independent life skills.
- The provision works within a mainstream school, to support the learning and welfare of students with complex needs, who have Educational Health Care plans. The team includes specialist teachers and experienced ETAs.
- The students have a diverse range of complex needs, from mobility difficulties to medical conditions and visual impairment. Many students use assistive technology to promote their independence.
- Most students require some level of support with their personal care needs. Independence is encouraged wherever possible in all areas of school.
- The provision offers outreach support to children and young people in schools across Kirklees.

### **Support and Opportunities**

- We invest in and support our staff and offer a range of CPD opportunities for career progression.
- We support outward facing initiatives through promotion of school visits and CPD training. We also have opportunities for colleagues to gain wider experience in whole school initiatives and this has supported the promotion of a number of internal appointments over the past 12 months.



## Job Description

<b>Post:</b>	Activity Support Assistant within Physically Impaired Provision
<b>Overview:</b>	Working as part of a team to be responsible, through the Teacher in Charge of Specialist Provision for Physical Impairment for the supervision of students/pupils on the school site throughout the morning and/or midday breaks, dependent on post.
<b>Salary:</b>	SCP 3 ( Full Time Equivalent £20,812)
<b>Contract Type:</b>	30 hours p/w   Term Time + 2 Inset Days
<b>Contract Term:</b>	Fixed Term until August 2023
<b>Responsible to:</b>	Teacher in Charge of Specialist Provision for Physical Impairment, Head Teacher
<b>Closing Date:</b>	12pm, Friday 9 <sup>th</sup> December 2022
<b>Interview:</b>	W/C 12 <sup>th</sup> December 2022

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## Core Purpose

To assist in securing the health, safety, welfare, and good conduct of pupils. To support activities and good behaviour in accordance with the practices and procedures of the school.

## Key Areas

- Supervision of Pupils on School Premises
- Promoting Positive Behaviour
- Promoting Personal and Social Skills
- Appropriate Communication
- General

## Duties and Responsibilities

### Supervision of Pupils on School Premises

- To supervise areas, both indoors and outdoors, where students/pupils congregate during lunchtime, maintaining Health & Safety practices.
- Taking account of relevant practices and procedures, to supervise and monitor activity areas, corridors, toilets, classrooms etc. as required.
- To supervise students/pupils eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages.
- To supervise queues waiting to enter specified dining areas.

- To undertake the personal care of students/pupils including toileting, dressing, sickness, as appropriate.
- Where required, to assist in the bringing food to, and feeding children unable to feed themselves.

#### Promoting Positive Behaviour

- To encourage positive behaviour through implementation of school's behaviour policies and practice and dealing with incidents as directed.
- To encourage students/pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- Assist within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.
- To provide information to duty staff or Line Manager, as appropriate, for the recording of incidents or occurrences.

#### Promoting Personal and Social Skills

- To encourage students/pupils to maintain hygiene standards (e.g. washing hands after toileting)
- To encourage students/pupils to leave all areas in a tidy condition.
- To encourage good relations between students/pupils and adults through informal discussion.
- As appropriate to organise the distribution and collection of lunchtime equipment and supervise activities where necessary. (Applies to primary/middle schools only)
- To be actively involved and encourage lunchtime games. (Applies to primary/middle schools only)
- To encourage and develop social skills such as mutual respect and trust.
- To be aware of cultural and social factors which may have an effect on the supervision of the students/pupils.

#### Appropriate Communication

- To report accidents or other occurrences such as child protection issues immediately to Designated Safeguarding Lead or Line Manager, as appropriate.
- As necessary, pass on verbal or written information to Designated Safeguarding Lead or Line Manager or appropriate staff.
- To liaise with the kitchen staff as appropriate for issues related to lunchtime supervision.

#### General

- As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.
- Carry out your duties with due regard to current and future School's/LA's policies, procedures, and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills, and grade.

***Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.***

## Person Specification

	Attributes		Relevant Criteria	Rank	How Identified
1.	<b>Relevant Experience</b>	1.1	Experience of working with children/young people with physical impairments.	B	Application Form / Selection
		1.2	Experience of encouraging the development of positive relationships between children/young people.		Process Selection Process
2.	<b>Education and Training Attainments</b>	2.1	First Aid Qualification.	B	Application Form / Selection Process/ Certificate
3.	<b>General and Special Knowledge</b>	3.1	Basic Health and Safety Awareness.	B	Selection Process
		3.2	Knowledge of safeguarding procedures		Selection Process
		3.3	Knowledge of and commitment to the Authority's Equal Opportunities Policy and how this relates to the duties of the post.		Selection Process
		3.4	Basic understanding of the needs of students with physical impairments.		Selection Process
4.	<b>Skills and Abilities</b>	4.1	The ability to relate to children/young people from diverse ethnic/social backgrounds.	A	Application Form / Selection Process
		4.2	Verbal communication skills in order to develop positive relations with children/young people and other staff members	A	Application Form / Selection Process
		4.3	The ability to react in a positive manner to difficult situations which may arise amongst children/young people.	A	Selection Process
		4.4	Ability to keep problems in perspective and be patient.	A	Selection Process
		4.5	Ability to read and understand simple verbal and written instructions	A	Application Form / Selection Process



	Attributes		Relevant Criteria	Rank	How Identified
		4.6	Ability to keep appropriate written records in line with the requirements of the post, e.g. medication and personal care logs	A	Application Form / Selection Process
		4.7	Ability to work with children/young people with physical impairments	A	Selection Process
5.	<b>Any Additional Factors</b>	5.1	Knowledge of safeguarding procedures	A	Application Form / Selection
		5.2	Physical ability to undertake the duties of the post.	A	Process Selection Process
		5.3	Commitment to ongoing personal training and development.	A	Selection Process
		5.4	Willingness to undergo training in stoma and/or gastrostomy care	A	Selection Process
		5.5	Willingness to undertake an enhanced disclosure and barring check.	A	Selection Process
			<b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>		

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the As on day one to be able to do the job; you need to have all the Bs to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

## Impact Education Multi Academy Trust

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consist of seven academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

### Our Trust Our Family



Our family of academies work collaboratively to create a trust **Where Hearts & Minds Connect** with value-driven partners to ensure education impacts positively on students, staff and communities we serve.

### CEO Message

I am proud to welcome you to Impact Education Multi Academy Trust. The Trust is on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged. Our vision is to be a Trust **Where Hearts & Minds Connect**; values-driven partners working collaboratively to ensure education impacts positively on students, families, communities, and staff.

Impact Academies are aligned to the Trust Mission, Vision and Aims. Our Academies have individual identities which reflect the diverse communities they serve. They have the autonomy to create, explore and learn from different practices and our Headteachers believe that leadership and personal accountability are founded on self-direction and reflection.



We believe that collaborative leadership and strong partnership development can lead to a significant positive impact on the quality of education through sharing the best collective practice.

Our values of Heart, Mind and Connect underpin everything we do and our Core Principles and Aims articulate how we will live these out.

Best Wishes,  
Mick Kay, Chief Executive Officer & Accounting Officer

### Benefits of Joining

All staff within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. We recognise that your development is important and working for us will mean that you have fully funded access to a suite of 63 courses with Every e-learning including safeguarding and safer recruitment training modules. Our staff can also apply to take part in a range of external development programmes, including NPQs and other role specific CPD is also actively supported e.g Finance qualifications.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistant Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme
- Westfield Health – voluntary Everyday Health Plan – e.g claim back optical and dental payments

We also provide an online HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

For further information about working for Impact Education MAT, please visit our website: [www.i-mat.org.uk/working-for-us/](http://www.i-mat.org.uk/working-for-us/)

### How To Apply

To apply, please visit <https://newsomeacademy.co.uk/vacancies/> to download and complete the application form and self-disclosure form, returning these to the HR team at [hr@i-mat.org.uk](mailto:hr@i-mat.org.uk).