

Application Pack

Care Assistant





Where every member of our extended family realises their God-given potential, inspired by **John 10:10. Jesus said ‘I have come so you may have life in all its fullness’.**

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www.asachelt.org

**All Saints’ Academy**, Cheltenham, Gloucestershire.

Principal: Mr Dermot McNiffe

**Care Assistant**

Start date: As soon as possible

Salary: Support Staff Points 4-6 £19,264 - £20,043 pro-rata

Hours of work: 30 hours per week/ Term Time plus one week for Inset days

Contract: Fixed Term – 12 months

Under the direction of the Senior Leader of Learning Support and Inclusion, the Care Assistant will offer a range of in-class and/or withdrawal intervention to small groups or individual students to ensure that those at risk of disaffection, are catered for and engaged in their learning to enable them to reach their full potential.

You would be expected to support a number of students across all key stages, but primarily in Key Stage 5, managing mobility needs and basic personal care. You will undertake some aspects of personal care for identified students as well as supporting students in lessons with their class notes and mobility needs. This role would work closely and be part of the Teaching Assistant team. As a school we can offer you a wonderful staff team, delightful students and the chance to develop your own professional knowledge and expertise through ongoing training opportunities.

Due to the personal nature of this role, we are looking to recruit a female candidate.

We are recruiting for a fixed term role initially however this is likely to be extended past the 12 months depending on student requirements. The hours of work will be 8.30 am to 3.20 pm Monday to Friday.

Our second Good Ofsted judgement reported:

• All Saints’ Academy is an inclusive school.

• Leaders and directors have been successful in improving pupils’ life chances by ensuring that they have achieved well in recent years.

• Staff hold fast to the school’s values and ethos, which unite them in their drive to improve standards.

• There is a clear determination to support pupils and their families to overcome barriers.

*Ofsted 2018*

Sponsored by the Anglican Diocese of Gloucester, we are an Academy serving at the heart of our local community. All Saints’ Academy has a Life Vision, ‘Where every member of our extended family realises their God-given potential, inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness'.

We are an inclusive Church Academy who welcomes applications from all denominations and those of none.

What we offer:

- The Academy is in an attractive new building, within easy access to Cheltenham, Tewkesbury and the M5 with onsite catering facilities

- Entry into the Local Government Pension scheme

- Free access to the onsite gym facility

- Access to our Employee Assistance Scheme

- Free onsite parking including Electric car charge points

The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced DBS clearance.

To apply for this role please click the apply now button below. If you have any queries please send an email to Katie Jordan, HR Manager at [hr@asachelt.org](mailto:hr@asachelt.org)

*All Saints’ Academy is committed to ensure that all applicants and employees are given equal opportunities and that no applicants or employees are discriminated against on the basis of gender, gender reassignment, race, disability, pregnancy or maternity, sexual orientation, marital or civil partnership status, age or religion and belief.*

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| ***Job Description*** | C:\Users\PK\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\REY8UBP7\Logo1.jpg |

Post Title: Care Assistant

Reporting To: Senior Leader of Learning Support and Inclusion

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| **Key Activities** |
| **Establish and maintain effective relationships with students**  Build positive trusting relationships with students, where they feel supported and able to request help when needed.  **Responsible for allowing equal access to the curriculum of a student (or students) with medical needs**  Work with specified students to enable them access to the curriculum and extracurricular activities in line with their peers. This involves, but is not restricted to:   * Scribing for students in lessons * Supporting with the organisation of their work * Implementing support plans * Accompanying students on educational visits or extra-curricular activities. * Supporting students in developing social skills both in and out of the classroom * Developing the use of ICT in learning activities where appropriate to enable independence for adult life. * Developing accessibility plans and contributing to whole-school policies   **Responsible for meeting the specific care needs of a student (or students)**  Provide support and undertake the personal care of identified students to include, but not restricted to:   * Implementing support/exercise plans from health care professionals * Provide mobility support between and during lessons * Support with personal and intimate care needs for example using the toilet facilities, getting changed for PE.   **Participate in student reviews**  Contribute to discussions and meetings concerning the educational development of students with whom there is regular contact.  **Develop and maintain working relationships with other professionals**  Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the Learning Support department. Provide effective support for all other members of Academy staff by sharing own knowledge and expertise in a professional and constructive manner.  Take an active role in supporting and developing a culture of team working for the benefit of students’, both individually and collectively.  To attend Academy/department meetings to contribute to the discussions about individual students as required and contribute to the development of policies and procedures related to classroom management.  Undertake break time and lunchtime supervision duties when required  Apply the Academy’s behaviour and standards policies and report any difficulties via the established procedure.  To take part in enrichment and specialism activities, as may be required.  To promote the acceptance and inclusion of all students, encouraging students to interact with each other in an appropriate and acceptable manner.  Invigilate internal and external examinations when required as well as providing support for students with Exam Access Arrangements. |
| **Accountability** |
| Ensure appropriate support to staff and students is provided.  Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person. |
| **Other Specific Duties**  All support staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, in pursuance of raising student achievement and effective team working. Support Staff will also:   * model the ethos and vision for the Academy * to continue personal professional development as required * to actively engage in the performance review process * support whole Academy acts of worship and prayer for the day.   It is important that all staff recognise that they are an integral part of the Academy and have a duty to contribute to its overall effectiveness both within their specific areas and beyond.  It is the vision of the Academy to involve all support staff in the life of the Academy and in particular in supporting students as House Tutors, Mentors and other appropriate ways.  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description and to undertake all duties reasonably requested by their line manager in a manner consistent with the vision of All Saints’ Academy.  The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |

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| ***Person specification*** | **ASA LOGO.bmp** |

**Care Assistant**

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|  | **Essential** | **Desirable** |
| Qualifications | * English and Maths GCSE Grade C/ Level 4 or above or equivalent | * Level 3 qualification relevant to Supporting Children in the Classroom * Safeguarding Training |
| Skills | * Ability to remain calm and patient in a variety of classroom and learning situations. * Previous experience of working with young people in a learning environment or experience of delivering 1:1/small group interventions. * Able to inspire and support young people. * Show initiative and approach challenges with a positive attitude. * Able to use data effectively to assess prior attainment and track progress. | * Experience of providing care to an individual |
| General | * Flexible and enthusiastic attitude * Clear ability to relate to young people. * A commitment to a positive culture of learning. * Resilience to support and find ways to develop young people. * Excellent communication skills. | * Have ideas that you can turn into practice. * Ability to be part of a team * Ability to self-review effectively and set appropriate targets. * Willingness to participate in school trips |