

Candidate Pack

Health Care Assistant

Grade 3 point 5 to 7 (Actual £14,870 - £15,470)

Required 01 November 2021

Apply for something different | Apply to make a difference

Apply to work with The Evolve Trust

"The Evolve Trust aims to create a family of academies in the Mansfield region and beyond, enabling an increasing number of children and young people to fulfil their potential and providing them with greater access to a diverse range of opportunities when they leave school"

We are committed to providing exceptional learning opportunities and outstanding educational outcomes for all our pupils in the Mansfield locality and beyond. Our aim is for every child and young person to benefit from a world class education, one which inspires our schools' communities to achieve more than they thought possible. Our commitment to these aims is evident through our working practices, which focus on making the difference to the life chances of all our pupils and students.

Academy staff and students work and learn together as our practice is continuously improved to bring about the changes required to deliver on our ambitious aims. As a Trust, we prioritise achievement and inclusion by valuing individuals. We meet these priorities by excelling in putting in place, for both students and staff, personalised learning pathways and pastoral care that seeks to address barriers to learning experienced by anyone.



Claire Marie Cuthbert - CEO for the Evolve Trust

"To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life".

"The Harlow Academy, which is part of the Evolve Trust is an amazing special school with an innovative 21st century curriculum and inspiring learning environments."

Dear Candidate,

The Harlow Academy, which is part of the Evolve Trust is an amazing, oversubscribed special school in Nottinghamshire with an innovative 21st century curriculum and inspiring, immersive learning environments. Our school provides an extremely ambitious and exciting environment for students, with excellent learning opportunities both indoors and outside.

We believe that an outstanding education develops our young people academically, socially and morally, providing them with the skills needed to be successful in whatever they choose to do once they progress beyond our academy.

Furthermore, we feel it is crucial for the wider development of our young people that they be provided with high-quality experiences outside of the classroom and we offer a wide range of enrichment and extra-curricular opportunities to help prepare our students for the next stage of their education, training or employment.

As a 'Values' driven Multi Academy Trust, everything we do is centred around these core principles and our fundamental beliefs. To support in the pursuit of our vision, our young people aspire to display the following 5 core values every day, in all of their activities:

- **Ambition:** Fulfil your potential
- **Integrity:** Be honest & trustworthy
- **Inclusivity:** Respect for everyone
- **Endeavour:** Always work hard
- **Resilience:** Never give up

We believe that education represents a major stage in the life of each young person and we aim to work effectively together with parents, carers, governors, agencies and the local community to support our young people; enabling them to develop and grow within our community and to build a real sense of identity within The Harlow Academy as part of the Evolve Trust.

At Harlow Academy, we cater for young people with a range of profound and multiple learning disabilities (PMLD) and recognise the equal value of each individual young person. Furthermore, we work tirelessly on a daily basis to provide the highest quality, enriching learning experiences for our young people.

As the Principal of the Harlow Academy, I am proud to recommend it to you unreservedly and we look forward to welcoming you to our community.



Mr Neil Davies– Principal for the Evolve Trust

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The Evolve Trust are seeking to appoint a new member of staff to join a supportive team, who are strongly focused upon raising standards for students.

A career with Evolve has unlimited opportunity. We are passionate in supporting staff with their professional development and believe that the more we invest in our staff the more successful we will become as a Trust.

This post is a superb career opportunity within a multi-academy trust that has:

- A generous Government supported pension scheme.
- National Living Wage Employer working towards accreditation.
- Been Ofsted rated Good and has already made strides towards achieving Outstanding in all our academies.
- Students who are willing and eager to learn.
- A track record of innovation and development.
- Is recognised for improving the quality of education in other schools.
- A proven track record for developing staff, securing good outcomes, good behaviour and good leadership.
- An excellent staff wellbeing scheme.

As part of The Evolve Trust the successful candidate will have the opportunity to:

- Benefit from CPD through Trust academies as well as opportunities to work with colleagues from primary and special education backgrounds.
- Access CPD through our membership of 2 Teaching Alliances, benefitting from accredited leadership development programmes as well as extensive training suitable for all career stages.
- Work in an environment where staff can trial new educational innovations and share best practice.

Health Care Assistant

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Working Hours 32.5 hours
(Monday to Friday, Term Time Only)

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to jobs@evolvetrust.org.

Applications can also be submitted by post, for the attention of the HR Department, to the following address:

Human Resources,
The Evolve Trust
c/o The Beech Academy,
Fairholme Drive,
Mansfield,
Nottinghamshire,
NG19 6DX

Application forms

These can be downloaded from the Evolve Trust website www.evolvetrust.org. Wherever possible, please complete these forms digitally and please provide email addresses for your referees.

Closing Date/Interviews

Please ensure your application arrives by the post's closing date, which can be found at www.evolvetrust.org/vacancies.

Interviews *may* take place online in the first instance, and if successful, you will be invited to a formal interview on site.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

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. The successful candidate will be required to undertake a criminal record check via the DBS.

Job Description

Post: Health Care Assistant

Salary/Grade: Grade 3 point 5 to 7 (Actual £14,870 - £15,470)

Contract: Permanent

Reporting To: Tracy Sims

Responsible for:

Job Purpose

To support the whole school, to work as part of a team within the age range 3-18 years.

Working within a team delivering direct and indirect student health care provision and medication administration

Key Responsibilities

1. Carrying out specific health care procedures including care of children or young people with gastrostomy or enteral feeding.
2. Assisting with respiratory care, chest management, suction, nebulisers following agreed care plan
3. Supporting diabetes care
4. Care and management of stoma sites
5. Initiating appropriate action if the condition of the child or young person, as a result of their condition, requires it including moving and handling.
6. Dosing and administration of prescribed drugs / medication, ensuring associated records are maintained
7. Preparing, administering and recording enteral feeds
8. Supporting staff to administer emergency medication and maintaining associated records
9. Responsibility for the collection and safe storage of all medications and enteral feeds
10. Supporting medical and therapy staff in school
11. Having knowledge of being able to use specialist equipment
12. Supporting the maintenance of pupil safety and security
13. Having knowledge of all roles and responsibilities related to the care and support of students
14. Carry out required medical tasks, following training, to ensure pupils are ready to learn
15. Using moving and handling equipment e.g. standing frames, hoists, wheelchairs
16. Monitoring individual children's needs and reporting these to their designated supervisor as appropriate.

17. Monitoring and assisting with the implementation of Health Care Plans recommending amendments as necessary
18. Responsibility for the monitoring and ordering of medical / feeding equipment
19. Maintain records of consent for administration of medication and enteral feeds
20. Maintain high standards with regard to infection control in all areas including the treatment room.
21. Maintain records relating to the safe storage of medications and enteral feeds
22. Liaise with medical professionals and therapists to manage medications and feeds
23. Liaise with parents to manage any issues arising regarding medication and feeds
24. Support and liaise with school staff regarding pupil's medications and feeds
25. Manage time effectively to ensure the needs of all pupils are met and responsibilities fulfilled
26. Manage challenging situations and pupil behaviour
27. Support school staffs' medication and feed training to enable staff to gain competencies
28. Advise and support school staff with regard to medications and enteral feeds

General Responsibilities

1. Be aware of and comply with school policy and procedures
2. Demonstrate and promote the Evolve Trust values.
3. Follow and adhere to medical guidelines including administering medications, enteral feeds and infection control
4. Be aware of and support difference and ensure all pupils have equal access to opportunities
5. Contribute to the overall ethos/work/aims of the school
6. Appreciate and support the role of other professionals
7. Attend relevant meetings as required
8. Participate in training and other learning activities and performance development as required
9. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
10. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Note: It is expected that duties will be undertaken within contracted hours unless by agreement.

Personal Specification

	Essential	Desirable
Ambition – desire to fulfil your potential	✓	
Integrity – honest and trustworthy	✓	
Inclusive – Respect for everyone	✓	
Resilience – never give up	✓	
Endeavour – Always work hard	✓	
GCSE (or equivalent) literacy & numeracy Grade C or above.	✓	
NVQ 3 or above in health & social care or related area knowledge of child protection/procedures SEN Code of Practice;		✓
Knowledge of moving and handling		✓
Knowledge of First Aid,		✓
Experience of working as part of a team.		✓
Knowledge and understanding of safe administration of medications and enteral feeds		✓
Working in a school or care setting in a role requiring the administration of medications and enteral feeds.		✓
Understanding and experience of working with children and young people.		✓
Understanding of safeguarding policy and practice		✓
Understanding of Health Care Plans, the administration of medication in schools or a related area.		✓
Ability to maintain records and data	✓	
Ability to work as part of a team	✓	
Ability to manage own workload and complete efficiently with limited direction or support	✓	
Ability to communicate with a range of professionals.	✓	
Ability to deal with challenging and emergency situations	✓	
Understanding of a range of disabilities		
Desire to engage with CPD opportunities and keep skills, knowledge and practice up-to-date	✓	
Good IT skills (Word and Excel)		✓