



## **Job Application Pack Care Assistant**

Permanent, 30 hours per week, Term Time only  
Salary: Grade 4, points 3 – 5, £18,055 - £18,795 FTE  
Actual salary: £12,576 - £13,084 per annum

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

A handwritten signature in black ink that reads "S. Hampton".

**Sian Hampton**

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy and more recently the Trust are pleased to have had The Nottingham Emmanuel School join.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

## Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position



**Bluecoat Aspley**  
believe in yourself, in others, in God



**Bluecoat Wollaton**  
believe in yourself, in others, in God

## Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

## Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale  
Academy**  
Believe, Belong, Achieve



**Bluecoat Primary**  
believe in yourself, in others, in God

## Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

## The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



**Bluecoat SCITT Alliance**  
Nottingham

## Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

## Bluecoat Beechdale Academy – Principal

Bluecoat Beechdale Academy offers a professional and caring learning environment that enables every member of our Academy to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Bluecoat Beechdale Academy is a truly diverse Academy that welcomes students and staff from all backgrounds. Becoming a member of Bluecoat Beechdale Academy means a welcome into the Archway family. The Academy has grown to become a strong member of the Archway Learning Trust, playing our part in continuing the tradition of excellent education for children from the City of Nottingham and beyond.



We are thrilled that, in February 2017, Ofsted recognised the many wonderful opportunities that we are providing for our students. In particular Ofsted acknowledged the tremendous progress that has been made at the school since the last inspection of our predecessor school in 2013. It is a great source of pride for everyone connected with Bluecoat Beechdale Academy that we have made huge strides to improve in all key areas and received **‘Good’** judgements in teaching and learning, outcomes, leadership and the overall effectiveness of the Academy. We make no apologies for the high standards that we have here at Bluecoat Beechdale Academy. We expect our staff to role model excellent behaviour, attendance and attitudes to learning for our students. This was evident to the Ofsted inspection team who made the following observations:

*“All pupils are being well prepared for [the] next stage of their education, training and employment, because the school ensures that they leave with the skills they need to prosper”*

*“Teachers have good subject knowledge, which they use to enthuse pupils. They have high expectations of what pupils can achieve and work hard to ensure that pupils share these aspirations.”*

*“Extra-curricular opportunities are extensive and exemplary.”*

*“The school has a clear behaviour policy, which sets high standards for pupils’ conduct.”*

**Ofsted, February 2017**

As further recognition of the improvements made at the academy, in November 2017 Bluecoat Beechdale was named as **‘School of the Year’** in the Nottingham Post Education Awards.

Unlike other academies within Archway Learning Trust, Bluecoat Beechdale is not formally designated as a Church of England academy, but shares the ethos and many of the Bluecoat values. As Principal, I am passionately committed to excellence for all. We make no apologies for the unequivocally high standards that we have here at Bluecoat Beechdale Academy; we expect students to have excellent behaviour, attendance and attitudes to learning following role modelled behaviours from our staff. We also expect our staff to be excellent too, by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible.

## The Vacancy

We are looking to appoint a Care Assistant who has the compassion and positivity to support some of our more vulnerable children with their personal care routines and therapeutic programme. The post holder will be able to use their own initiative in dealing sensitively with children with physical disabilities and learning difficulties, showing that the individual’s dignity is paramount.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their knowledge and experience.



Whilst employed to work predominantly at our Bluecoat Beechdale Academy, there may be a requirement for the post holder to work across any of the sites that comprise Archway Learning Trust in accordance with the needs of the Trust.

## Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

### We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

## Applications

For more information about Bluecoat Beechdale Academy, please visit [www.bluecoatbeechdale.co.uk](http://www.bluecoatbeechdale.co.uk) . To apply for the role please download the 'Support Staff Application Form' from the 'Vacancies' section on our website and submit to [recruitmentbba@archwaytrust.co.uk](mailto:recruitmentbba@archwaytrust.co.uk) clearly demonstrating your suitability for the role.

**Closing Date: 9am, Monday 8<sup>th</sup> July 2019**

**Interview Date: Week commencing 15<sup>th</sup> July 2019**

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email [recruitmentbba@archwaytrust.co.uk](mailto:recruitmentbba@archwaytrust.co.uk) or telephone 0115 913 5211

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

## Job Description

**POST TITLE:** Care Assistant

**GRADE:** Grade 4

**SALARY:** Points 3 – 5, £18,065 – £18,795 FTE (Actual £12,576 - £13,084 per annum)

**RESPONSIBLE TO:** Principal/SENCo

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### SPECIFIC RESPONSIBILITIES

- 1) To provide practical and personal assistant to individual pupil needs
- 2) To assist students with their day to day personal care needs, personal hygiene, toileting and feeding
- 3) To promote students' independence skills in relation to personal hygiene, toileting and feeding
- 4) To monitor the behaviour of students, encouraging positive behaviour and reporting any incidents
- 5) To ensure the safety and well-being of children, providing support where necessary or signposting concerns to colleagues
- 6) To liaise with SEND administration in ordering specific materials and resources to meet students care needs
- 7) To encourage social skills and interaction with peers
- 8) To liaise with class teaching teams and SENCo regarding programmes of support and provision provided
- 9) To liaise with external agencies, where appropriate, talking through therapeutic programmes and discussing programmes
- 10) To write specific health care plans for key students
- 11) To be responsible for the recording and distribution of medicines
- 12) To offer support for specific students on off site visits that require carer support
- 13) To offer support to students over break and lunch times

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.



## PERSON SPECIFICATION – CARE ASSISTANT

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Evidence of continuing professional development in childcare, out of school services</li> </ul>	<ul style="list-style-type: none"> <li>Providing and delivering physiotherapy</li> <li>Level 2 NVQ or CACHE or working towards</li> <li>First Aid</li> <li>Experience of manual handling of disabled people</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with children in a play, childcare or out of school setting</li> </ul>	<ul style="list-style-type: none"> <li>Involving children in shaping services and making decisions</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of children's age and stage of development</li> <li>Knowledge and understanding of Safeguarding and Child Protection</li> </ul>	
<b>Personal skills</b>	<ul style="list-style-type: none"> <li>Professionally discrete and able to respect confidentiality at all times</li> <li>Firm, sensitive and effective approach towards pupil discipline, in accordance with Trust policies and pupil needs</li> <li>Excellent communication and interaction skills with children, parents and colleagues</li> <li>Ability to create an inspirational and stimulating child centred play and care environment</li> </ul>	
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>Creativity</li> <li>Positivity and enthusiasm</li> <li>Patience, kindness and approachable manner</li> <li>Adaptability</li> <li>Initiative</li> <li>Confidence and independence</li> <li>Commitment to equal opportunities</li> <li>Archway Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are therefore expected to behave in such a way that supports that commitment</li> <li>Any appointment will be subject to an enhanced DBS check</li> </ul>	