



CARE AND WELLBEING ASSISTANT

C3 £25,481 - £27,041 pro rata

Actual salary £22,063 - £23,782

37 hours

(8.00am – 4.00pm Mondays-Thursdays,
8.00am – 3.30pm Fridays)

Term time only plus 7 days

APPLICATION PACK

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Introduction from the Headteacher

Thank you for the interest you have shown in the post of Health and Wellbeing Assistant at our school. This is an excellent opportunity to join our dynamic Student Support team.

Pudsey Grammar School is a heavily oversubscribed mixed comprehensive secondary school located in the heart of the market town of Pudsey. Situated between Leeds and Bradford the town has always valued its independence from its two larger neighbours. The school has a long and proud history stretching back to 1094. The school has 1200 students with a thriving and expanding Sixth Form of 200 students all taught in a state of the art building. The innovative and unique style of the building creates a calm atmosphere very different to many secondary schools.

I was appointed in 2014 and since then we have received a letter from Amanda Spielman (HMCI Ofsted) which stated we 'have transformed all aspects of the school.' This assertion was further underlined in 2018 when the increase in our exam results resulted in the school being the most improved school in Leeds and one of the most improved in the country (we were delighted to follow these achievements up with our best ever GCSE exam results in 2019). The pattern of improvement is set to continue with our current Year 11 students projected to achieve grades which are outstanding. The school had a highly successful Ofsted inspection in April 2019 and was judged as good in all areas including our sixth form.

We are aiming to be a centre of excellence by 2023 and every indicator we have shows that we will achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy.

The following passages are taken from the 2019 Ofsted report.

"The Principal leads the school with passion and determination."

"Behaviour, both in lessons, and about the school, is good. Pupils treat each other and adults with respect."

"Strong leadership, at all levels, is at the heart of this school's success. The Principal is very ably supported by an effective team of senior leaders. The Principal describes the middle leaders as the 'engine room of the school' and they are indeed a real strength."

"Staff morale is high. Staff, at all levels, have embraced the changes and are proud to be part of a successful school."

The school has a long tradition in the town, being established as Pudsey Grammar School in 1908. Although the school is taught in a state of the art building, our core

values of respect, resilience, integrity, compassion and ambition are highly traditional and are based on the goal of ensuring that every student reaches their true potential.

Our school is not just about the students gaining knowledge and qualifications although these are extremely important. We believe in teaching young people core values of decency, social skills and how to be a good citizen in an ever changing world. We want their character to develop and grow and for them to leave us with an inquiring and independent mind. We want our students to gain the best qualifications they are capable of whilst experiencing a range of opportunities which are second to none. As a result, the school is extremely popular with our community and is significantly over-subscribed every year.

Our Sixth Form which is rated as good by Ofsted, has grown in recent years and we now have over 250 Post-16 students studying at Pudsey Grammar. We have a strong tradition of ensuring students access the best universities including Oxford and Cambridge. The rate for our A level facilitating subjects (those recommended by the Russell Group of universities) is 19%. This is 6% above the national average and significantly higher than the large Sixth Form colleges in the city.

Our staff show exceptional dedication and commitment to our students. Relationships in the school are extremely strong and this underpins the ethos of the school. We pride ourselves in the care and support that we give our staff and as a result there is a real team spirit in the school where people enjoy being part of our school community. Teaching and learning is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for the students is excellent. We are currently redesigning our curriculum to ensure that the education we offer is second to none.

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students on a daily basis.

The school is a foundation Trust school and our partners include global companies such as M&S, HSBC bank alongside leading local business and training provider, Appris. These high quality links allow our school to offer excellent careers opportunities to students across the ability range. As a result the school has 0% NEETs at Year 11.

We are currently part of the Red Kite Teaching Alliance which is providing outstanding opportunities and CPD for all of our staff. Subject Leaders attend their Collaborative Learning Groups, which allows them to network and share best practice. This is further disseminated through the school via regular department meetings and weekly Teaching & Learning briefings.

This clearly is an exciting time to join our school.

If you have a desire to be part of one of the most rapidly improving schools in the region which will also provide you with excellent development opportunities, please complete the application form. Any further details can be obtained directly from the school (Helen Frost: recruitment@pudseygrammar.co.uk) or our website www.pudseygrammar.co.uk

Mark McKelvie
Headteacher
Pudsey Grammar School

Why work at Pudsey Grammar School?

- Be a part of our rapidly improving school
- The opportunity to play a key part in the continuing transformation of the school
- The successful candidate will join a dynamic and enthusiastic team of staff who are ensuring our students are successful in every way
- Have the opportunity to work alongside hub-schools in the Yorkshire and Humber region and University College London, with access to high quality Teaching and Learning training, networking events, CPD and national teacher meetings held annually in London.
- Be part of a supportive organisation which prides itself on high standards for staff and students
- Work in an award-winning state of art building

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors and volunteers to share this commitment.

Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically in Word or PDF format to Helen Frost at recruitment@pudseygrammar.co.uk. Please be aware that we do not accept Curriculum Vitae.
- In support of your application you may include a covering letter. This should be in addition to the completed application form.

Closing date for applications: Monday 27th September 2021 at 12.00 noon

Interview date: Tuesday 5th October 2021

General School Details

Background

We are an 11-18 'Trust' School (ie a Foundation School supported by an educational Trust) of 1200 students near the centre of the town of Pudsey, positioned between Leeds and Bradford.

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Building

The school was completely rebuilt for September 2008, under the national Building Schools for the Future programme. The transformational design supports the growth of both independent and collaborative young learners. Photographs of the facilities are available on our website.

Pastoral Structure

All staff belong to a Year team and of course a subject team. Pastoral and academic monitoring and guidance are provided through Form Time at the start of each day. The pastoral structure is led by the Deputy Headteacher assisted by further Senior Leadership Team colleagues, Year Managers and Directors of Studies.

Curriculum

Students in Years 7 and 8 are organised into ability-based teaching groups and follow the full national curriculum.

From Year 9 students follow a curriculum which enables them to focus on particular strengths and interests in their choice of GCSE and BTEC courses, whilst studying the statutory core.

The Sixth Form offers a range of A level and BTEC National courses. Many students progress to Higher Education, or access the range of employment opportunities available in Leeds and Bradford.

JOB DESCRIPTION

Job title: Care and Wellbeing Assistant
Grade: C3 £25,481 - £27,041 pro rata
Actual salary £22,063 - £23,782
37 hours (Term-time plus 7 days)
Working pattern: 8.00am-4.00pm Monday – Thursday,
8.00am -4.00pm Friday
Responsible to: Business Manager (and working closely with the SENCO)
Purpose of role:

- To be the first point of contact for First Aid in school.
- To be responsible for the first aid arrangements in the school and the health care of students while at school.
- To assist staff in supporting students with health problems, through liaison with Health Authority staff, particularly the school nurse and other health agencies.
- To co-ordinate the medical and first aid records for students across the school.

Main duties:

- To lead on the school's priority of first aid, health and wellbeing relating to students.
- To promote appropriate health guidance, wellbeing advice and other supportive strategies to students as necessary.
- To be responsible for developing and regularly reviewing the school's medication policy and procedures, ensuring that statutory requirements are fully met at all times.
- To be responsible for maintaining the school's medical records for all students and ensuring the first aid needs of the school are met.
- To facilitate medical provision for students.
- To liaise with parents, carers, school staff and relevant agencies as required.
- To communicate with parents in a timely manner to obtain updated information in relation to medical/first aid needs.
- To prepare generic Health Care Plans, IPRAs and PEEPs for students with identified needs and to assist the SENDCO to prepare specific IPRAs/PEEPs where required.
- To work with the Kitchen Manager to ensure that all information in relation to student allergies is shared and kept up-to-date and to liaise with parents as appropriate to ensure that any further information and clarification around allergies is followed up. To put together care plans as required in relation to allergies.
- To work alongside the SENCO in determining whether a student's needs can be met.
- To provide excellent communication to stakeholders regarding individual students' medical needs.
- To assist with obtaining and disseminating medical information regarding the transition of students.
- To lead in the training of staff on the medical needs of students.

- To maintain the medical room and ensure upkeep of first aid kits and supplies in all relevant locations.
- To supply First Aid packs for school trips.
- To supervise sick and injured students, contacting parents as necessary and arranging hospitalisation or return home, if required.
- To report any concerns to a designated Safeguarding Officer.
- To inform the Headteacher (or his PA in his absence) of emergency situations.
- To inform the Business Manager of any accidents or incidents.
- To be the contact point between school and Leeds City Council Health & Safety Team, seeking advice on medical and first aid matters in school.
- To lead and deploy a team of first aiders, including keeping records of their first aid qualifications, arranging training sessions and ensuring an effective support rota is in place.
- To administer medication, as agreed with parents and the school's Health & Safety policy.
- To lead on the co-ordination and organisation of immunisations as required by the School Nursing Team.
- To offer confidential advice to students on health-related matters.
- To act as advocate/counsellor for students who seek medical help and support or whose need for medical interventions are recognised by others.
- To carry out such other duties as may be necessary from time to time in accordance with local practice or within the reasonable requirements of the Headteacher.
- To work as part of a team to provide customer focused services.
- To prioritise work to meet conflicting deadlines.
- To maintain accurate computerised records and track progress of work.
- To input and retrieve data using computerised systems.
- To work with others to help improve work organisation and effectiveness.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To undertake any other duties that are commensurate with the post.
- To develop their professional knowledge and skills by identifying and attending relevant courses/training as appropriate to the role.
- To comply with the requirements of all school policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures.

The post holder will be required to work flexibly across the school to deliver an efficient service. There will be regular contact with pupils, colleagues, internal and external customers.

A First Aid qualification would be an advantage but not essential as full training is available.

If you think you have the necessary skills and attributes then please complete the application form and any further details can be obtained directly from the school (Miss H Frost, PA to the Headteacher: recruitment@pudseygrammar.co.uk) or our website www.pudseygrammar.co.uk.

Person Specification

ATTRIBUTES	CATEGORY1	HOW IDENTIFIED
Qualifications, Training & Knowledge	<ul style="list-style-type: none"> • Essential - relevant NVQ/GCSE or equivalent, or higher. • Essential – GCSE Grade C or above (or equivalent) in maths and English. • Essential – First Aid trained and knowledge of medical processes and policies in a school environment or a willingness to carry out the necessary training. • Desirable – Mental Health First Aid training or a willingness to carry out the necessary training. • Desirable – Knowledge of contributing to/helping to prepare Health Care Plans, IPRAs and PEEPs or a willingness to carry out the necessary training. • Desirable – An understanding and knowledge of Health & Safety at Work and in relation to a school environment or a willingness to carry out the necessary training. • Desirable – Knowledge of SIMS database and other school systems. 	<ul style="list-style-type: none"> • Application Form • Application Form • Application Form • Interview • Application Form • Interview • Application Form • Interview • Application Form • Interview • Application Form • Interview
Experience	<ul style="list-style-type: none"> • Essential - Experience of providing excellent customer service. • Essential - Experience of working with children or young people in an educational setting. 	<ul style="list-style-type: none"> • Application Form • Interview • References • Application Form • Interview

		<ul style="list-style-type: none"> • References
Skills	<ul style="list-style-type: none"> • A good team member; • Flexible and able to use own initiative; • Negotiating skills • Good ICT skills with evidence of training; • Excellent written and spoken communication skills; • Good at forward planning; • Excellent organisational skills • Excellent analytical skills 	<ul style="list-style-type: none"> • Application Form • Interview • References
Personal Qualities	<ul style="list-style-type: none"> • Able to work under pressure to meet deadlines; • A willingness to commit to training and development in order to enhance ability to perform in role. • Committed to a high quality of customer service; • Calm, flexible, dependable, reliable; • Ability to make decisions; • Able to form good working relationships with colleagues; • A good sense of humour; • A willingness to become fully involved in the wider life of Pudsey Grammar School. 	<ul style="list-style-type: none"> • Application Form • Interview • references

Enhanced Disclosure

Thank you for your interest in this post at Pudsey Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.

School Location and Travel Information

Pudsey Grammar School
Mount Pleasant Road
Pudsey
Leeds
LS28 7ND

Tel: 0113 2558277

Follow us at: @PudseyGS

www.pudseygrammar.co.uk

