

# Welcome



Welcome to Claremont Primary and Nursery School and thank you for your interest in our school.

We are a Local Authority maintained school which is also a part of Nottingham Schools Trust (NST), an umbrella organisation that provides support and guidance to many other schools across the city.

The school is a Grade II listed building and was first opened in 1884. We have an inclusive ethos and enjoy educating children from a wide range of cultures and faiths. We celebrate that diversity and look for the bonds that unite us rather than the differences that separate us. Indeed, that ethos crosses over into everything that we do. Our children are at the heart of everything that we do. We aim to provide a broad and balanced curriculum supported by an extensive range of extra-curricular activities. Through high aspirations and high expectations our children make rapid progress during their time with us both academically and personally. We aim to establish an environment that is safe, friendly and focused on providing the very best for every child every day.

I look forward to welcoming you to our school. We are very proud of what we achieve and hope that you want to join us on our journey.

Rob Campbell  
Headteacher





# The Curriculum

**Children are taught through a project-based approach and each theme is launched with a spectacular start and ends with a fabulous finish.**

Our curriculum is an exciting blend of key academic skills, development of important knowledge and the building of vital skills that all combine together to make learning that is challenging, relevant and fun!

Our curriculum will enable our children to develop and demonstrate their creativity, lay the foundations of a solid base of knowledge and understanding that can be built upon in the future and experience the challenge and excitement of learning.

Through a broad and balanced approach to learning our children will have the opportunity to develop self-esteem and confidence in their abilities, learn to respect themselves and others, build respectful friendships and relationships, be comfortable when they make a mistake and use it as an opportunity to learn something new and reflect and think mindfully about their learning, themselves and others.



# Early Years

## Foundation Stage

The early years are known as the Foundation stage for a reason.

They provide the blocks upon which we build our futures. With firm foundations, children can build on their knowledge and skills and apply it in all areas of their lives. We strive to ensure that the children in our Nursery and Reception classes have the chance to play, learn, grow and develop in a safe and happy environment. Our children have access to a vibrant and thriving learning environment which encourages them to find things out by asking questions, making mistakes and building on their learning. Our children are encouraged to use language as a tool for thinking, exploring and expressing their ideas. The provision is tailored to meet the needs of all of our children and foster independence in our youngest learners.



# Inclusion

Claremont is an inclusive school where all children, regardless of ethnicity, culture, gender or Special Educational Need or Disability, are encouraged to be the best that they can be.

We embrace diversity and celebrate our differences as well as our similarities. Claremont is a friendly, welcoming school where all of our pupils aim to achieve and do their best. We are ambitious for our pupils, providing them with opportunities to dream and pathways to help them to achieve their dreams. Our high expectations of work and behaviour are shared by all of our children and their parents or carers. We want all of our pupils to experience the joy of discovery and the satisfaction of putting that new knowledge to good use in a variety of ways. We want our pupils to...

Learn it! Love it! Live it!

# About the Opportunity



<b>Job Title:</b>	Care Assistant	<b>Hours:</b>	Full time
<b>Posted:</b>	Monday, 30 <sup>th</sup> September 2024	<b>Expires:</b>	Tuesday, 8 <sup>th</sup> October 2024
<b>Interview date:</b>	Monday, 14 <sup>th</sup> October 2024	<b>Salary:</b>	GLPC - C
<b>Contract Type:</b>	Permanent	<b>Start Date:</b>	ASAP

**Claremont Primary and Nursery School are looking to appoint an enthusiastic Care Assistant with high expectations, who is passionate about primary education to join our AWESOME team.**

Can you make children feel special every day?

We are looking for a talented, experienced individual to join our team to assist pupils and staff to deliver daily personal care and medical needs in relation to individual Education, Health and Care Plans (EHCP), personalised learning plans and care plans. Your day-to-day role would be working on a 1:1 basis within the main classroom, ensuring the child can understand the work they are being given, and help overcome any barriers they may face to their learning.

We want Claremont children to feel special and valued all day, every day. We believe that when children are recognised and celebrated for their unique personalities and talents, they will fly! Do you have the passion and commitment to help our children find their 'wings'?

Claremont is an OFSTED rated good school which serves the richly diverse communities of Carrington and Forest Fields. Our families represent a wide range of cultures, ethnicities and backgrounds, which brings a real vibrancy to the whole school community.

Huge investment in the school building and outside space means we are equipped to deliver a 21<sup>st</sup> century curriculum. Our fun, friendly and well-behaved pupils are a pleasure to teach, supported by a strong team of Teaching Assistants running effective interventions, with parental engagement at an all-time high.

Claremont Primary and Nursery School serves a richly diverse community in the city of Nottingham and have a committed, hands-on and supportive SLT, a dedicated Pastoral and SEND team and a team of hardworking staff, resolute in raising standards to ensure our children reach their full potential.

**If you are interested in this role and feel you meet the skills and requirements outlined in the job description and the person specification, please email your application and all the supporting information to [sbm@claremont.nottingham.sch.uk](mailto:sbm@claremont.nottingham.sch.uk) by the closing date. Please note we do reserve the right to close this advertisement early if we receive a high volume of suitable applications.**

*Our school is committed to safeguarding and promoting the welfare of children and young people, therefore all positions are offered subject to an enhanced DBS disclosure and references confirming your suitability to work with children in line with safer recruitment.*

## Job requirements and responsibilities

**Post:** Care Assistant

**Responsible to:** SENDCO

**Salary grade:** GLPC - C

**Job purpose:**

- To assist pupils with their day to day personal care needs and to work alongside professional staff to further pupils' personal independence skills.

### 2 Principal duties and responsibilities

1. Working as part of a team in the development of personal care programmes for the pupils.
2. Assisting pupils in the implementing their own personal care programme during the school day, specifically in relation to practical support for:
  - Personal hygiene
  - Toileting and continence training
  - Eating and drinking
3. Provide practical assistance in relation to other identified physical needs e.g. transportation, dressing, grooming, meal times, organisation of learning equipment.
4. Keeping records related to personal care in conjunction with the appropriate teacher/TA.
5. Maintenance and cleaning of personal care equipment and materials, clothing etc.
6. Maintenance of toiletry supplies.
7. Provide personal assistance to identified pupil/pupils in physical/practical activities e.g. physical education, cookery. School visits, therapeutic treatments organised by the school etc.
8. Participate in staff meetings, in-service training and courses.
9. Work in co-operation with other key workers involved in supporting the pupils' educational and health care needs under the guidance of class teacher, SENDCO, TA.
10. Work within the framework of the schools agreed policies and procedures.
11. Any other duties which may be reasonably regarded as within the nature of the duties and responsibilities / grade of the post defined, subject to the proviso that normally any changes of permanent nature shall be incorporated into the job description in specific terms.

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder: none

6 Post holder's immediate supervisor:  
SESCO

## Person specification

Job title: Care Assistant

Department: Schools

Service:

Grade: GLPC - C

Job Evaluation ID: JE1000001935

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Awareness of the needs of young people with leaning disabilities</li> <li>Awareness of the need to promote independence</li> <li>Awareness of the importance of confidentiality</li> <li>Awareness of Health and Safety and COSHH</li> </ul>	✓	✓		✓	✓
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Ability to communicate with young people with special needs/disabilities</li> <li>Ability to work as part of a team</li> </ul>		✓		✓	✓
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a caring role</li> <li>Experience of providing personal care</li> <li>Experience of working in a school or other educational environment</li> </ul>		✓		✓	✓
<b>Work to promote mutual respect and good relations</b>	<ul style="list-style-type: none"> <li>Awareness, understanding and commitment to the pursuit of equality of opportunity, anti racism and in terms of service delivery and employment practice</li> <li>Awareness of the needs of the needs of schools in a multi-cultural environment</li> </ul>		✓		✓	✓

	<ul style="list-style-type: none"> <li>• Commitment to the City Council's equal opportunity policies</li> <li>• Awareness of Disability Discrimination Policy</li> </ul>					
<b>Work Related Circumstances</b>	<ul style="list-style-type: none"> <li>• Be willing to undertake further training and development, as necessary, in order to enhance service delivery</li> <li>• Willing to follow the City Council's no smoking policy</li> </ul>		✓		✓	

**P:** Pre-application    **A:** Application    **T:** Test    **I:** Interview    **D:** Documentary evidence

**Prepared by/author:** Single Status Team

**Date:** September 2013





## Information for applicants – pre-employment checks required for this post

<b>Vacant post:</b>	Care Assistant
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### Note to candidates:

Candidates for the above post are advised that the following checks and references must be completed at the stage of the recruitment process. Any subsequent offer of employment to a successful candidate can only be made on a conditional basis only, until these checks have been satisfactorily completed. Failure to comply with all or part of these requirements will result in the withdrawal of any employment offer. Please ensure that you have read and understand the accompanying Privacy Notice for Candidates.

**All applicants** means that this is an expectation for everyone applying for this vacancy

**Shortlisted applicants** refers to all applicants who are provisionally assessed as suitable to progress to the selection stages of the process

**Appointable applicant** indicates the person who is deemed to be the most suitable to be conditionally offered the job

Pre-employment check	Stage required	Applicable to post ✓
Application form (CVs will not be accepted without a fully completed application form)	<b>All applicants</b>	✓
At least 2 satisfactory references (to include last/current employer and one of which relating to a post working with children if applicable)	<b>Shortlisted applicants</b>	✓
Signed self-declaration of criminal record and other relevant information (posts in schools are exempt from the Rehabilitation of Offenders Act 1974 and applicants for school-based jobs must, therefore, disclose all spent and unspent convictions)	<b>Shortlisted applicants</b>	✓
Checks of shortlisted applicants social media presence	<b>Shortlisted applicants</b>	✓
Verification of Right to Work in the UK	<b>Appointable applicant</b>	✓
Photo identification	<b>Appointable applicant</b>	✓



Enhanced DBS check and Barred List	<b>Appointable applicant</b>	✓
Staff suitability declaration in compliance with the disqualification requirements of the Childcare Act 2006 and amendment regulations 2018 (required annually thereafter)	<b>Appointable applicant</b>	✓
Medical check	<b>Appointable applicant</b>	✓
Verification of any relevant qualifications and registration required for the job (see person specification)	<b>Appointable applicant</b>	✓
Verification of professional status	<b>Appointable applicant</b>	✓
Verification of successful completion of the statutory induction period and QTS (teachers)	<b>Appointable applicant</b>	N/A
Checks on: teachers and others prohibited from the profession; General Teaching Council for England (GTCE) sanctions; teachers who have failed induction or prohibition; teachers sanctioned in other EEA member states; and, Section 128 barring directions.	<b>Appointable applicant</b>	✓

A copy of checklist is to be retained for use during selection process. All information will be handled in compliance with data protection requirements at this school.

Further information relating to the pre-employment checks required for positions in schools can be found in the statutory document Keeping Children Safe in Education on the [www.gov.uk](http://www.gov.uk) website.