

# Recruitment Pack

Care Assistant



# Are you our next Care Assistant?

Thank you for your interest in this rewarding and impactful opportunity. We're excited to welcome a caring, reliable, and learner-focused individual to join our team in a role that truly makes a difference.

As a **Care Assistant** at West Lea School, you'll play a vital part in supporting the health, wellbeing, and independence of our learners with special educational needs and disabilities (SEND). You'll work closely with class teams, healthcare professionals, and families to provide high-quality personal and medical care, helping learners feel safe, included, and confident in their school environment.

This is more than a care role - it's a chance to empower young people to overcome barriers, build life skills, and flourish in every aspect of their development.

**We're looking for someone who is:**

- Passionate about inclusion and learner wellbeing
- Experienced in providing personal or medical care
- Calm, empathetic, and emotionally intelligent
- Skilled at working collaboratively with learners, families, and professionals
- Reliable, proactive, and committed to high standards of care

If you're someone who believes in the power of care to support growth, dignity, and independence, we'd love to hear from you.

**This is a permanent, term-time only position, working 35 hours per week for 39 weeks per year, with an actual salary of £23,851 – £24,193 per annum (Scale 3, point 5-6).**

We offer a fantastic benefits package, including a generous pension scheme with 19.01% employer contributions. For more information, or to arrange a visit to the school, please contact the People and Culture team at [people.team@westleaschool.co.uk](mailto:people.team@westleaschool.co.uk).



**Paul Quinn**



**Renee Flourentzou**



**Melanie Bignold**



# About the school

**Based in the borough of Enfield, we provide education to children and young adults with special educational needs and disabilities, from the ages of 4 to 25. We pride ourselves on creating an inclusive environment where everyone feels welcome.**

Our four campuses – Meridian, Haselbury, Learning for Life and Horizon – serve more than 500 learners and are home to 230 employees.

We're a strong community that works together with the common goal of helping each other to flourish. Our learners leave confident and able to progress onto further education and work.

We're a disability confident employer that's Investors in People accredited, with firmly held values placed at our core.

## THE SCHOOL AT A GLANCE

- There has been a school at Haselbury Road since 1938, which turned into a special school in 1970.
- In 2014, there were 80 learners on a single site. We've grown a lot since then.
- We cater for students with a range of complex special educational needs and disabilities.
- We've expanded rapidly in response to increased demand across the borough of Enfield.
- Throughout their journey, learners develop vital life and work skills, as well as achieve academically.
- Our provision includes the Attendance Support Service (ASU), Home Tuition Service and a post 16 programme that enables learners to go to a local college.
- Our Travel Training Programme enables learners to travel confidently and independently.
- We actively prepare learners for adulthood and the workplace. This is key to what makes us special.
- Learners gain work experience with local employers and through our partnerships with the Enterprise Cooperative Trust (ECT) and Learning for Life Charity (LFLC).
- Our Supported Internship Programme gives young people aged 16 to 25 an opportunity to work. 80% of our interns get jobs and 90% retain them.
- We're a founder member of the Enterprise Cooperative Trust.

# Our why, what and how

In September 2021, we developed our strategic framework. It's a simple image of a school with a roof, four pillars and foundations.

It helps us describe why we exist, what we're here to do and how we're going to do it. Think of it as a roadmap that guides our decisions and keeps us on the right path.

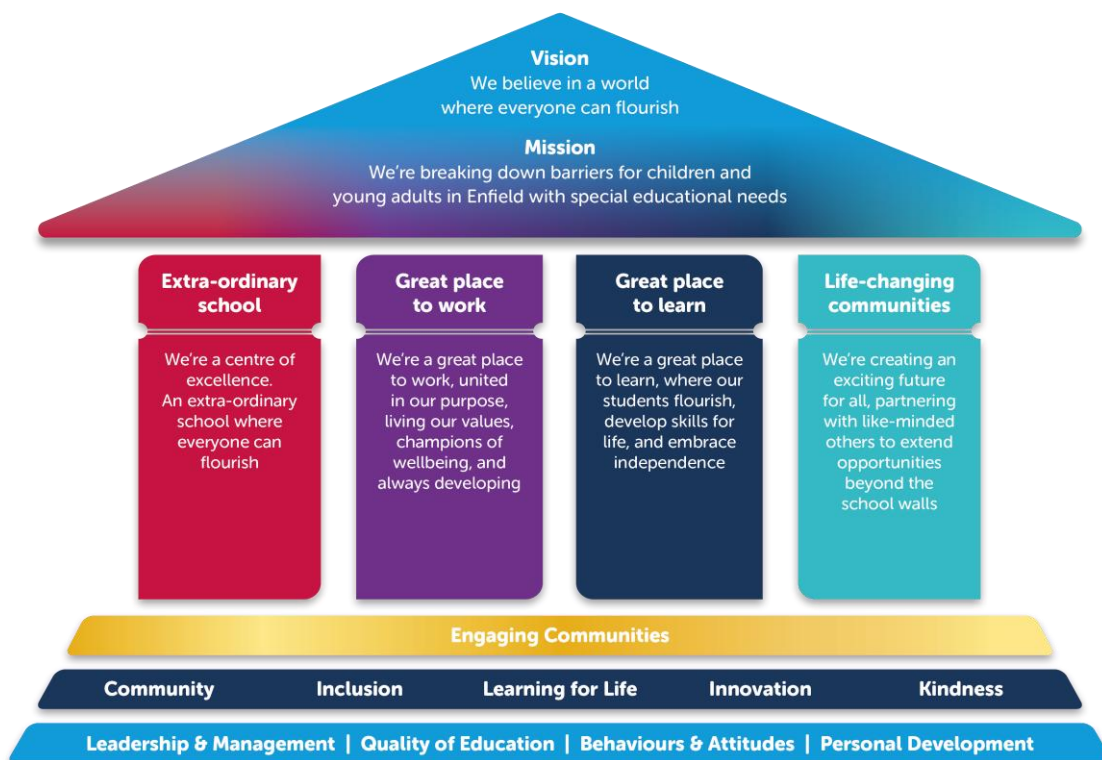
It's a useful model that frames our long-term, high-level school development plan, which we'll be working on for many years to come.

Our vision, mission and values inspire and unite us. Our vision statement explains why we exist; it's our guiding star and something we aspire to. It unites the school with the organisations in our wider family: the Enterprise Cooperative Trust (ECT) and Learning for Life Charity (LFLC).

Our mission statement describes the 'business' we're in and what we're focused on doing today and every day. It reminds us of who we serve and what we do in pursuit of our vision.

The average person spends more than 99,000 hours of their life at work. We believe that a good life is one where you spend this time doing something fulfilling and making a real difference to people's lives. That's what we're all about.

It feels great knowing that what we do each day is helping our people, learners and families to flourish.



# Vision, mission and values

Our vision, mission and values guide, inspire and unite us.

## OUR VISION

We believe in a world where everyone can flourish.

## OUR MISSION

We're breaking down barriers for children and young adults in Enfield with special educational needs.

## OUR VALUES

### Learning for Life

We help learners succeed beyond the classroom. They develop skills, confidence and independence ready for adulthood, further education and work.

### Community

We're one big family uniting together so everyone can flourish. We enable learners to make a difference in the local community.

### Inclusion

We ensure everyone is welcome, feels they belong, and opportunities are open to all. We teach, inspire and support learners to be inclusive and value differences.

### Innovation

We help learners to reach for the stars and overcome obstacles. We challenge everyone to be creative and break down barriers.

### Kindness

We make kindness our default setting. We teach learners to be kind and compassionate to themselves and others. We role model this behaviour every day.

community  
kindness  
learning for life  
innovation inclusion



# One school, four campuses

Our campuses have a shared purpose, and we work together towards common goals.

Regardless of job title, location, or team, everyone has an important role to play in helping each other and our learners to flourish.

The 'golden thread' that runs between the campuses is that we help learners to build independence and confidence as they journey through the school.



## MERIDIAN CAMPUS

Catering for primary aged children, Meridian is based at two architecturally different sites: one a church, and the other a modern, purpose-built school. Learners start their journey by 'Taking Off!'



## HASELBURY CAMPUS

Haselbury is home to Key Stage 3 learners aged from 11 to 14, who are based on one site. We welcome students from Meridian and other local schools. Haselbury learners are 'Flying High!'



## LEARNING FOR LIFE CAMPUS

Spread across two sites, Learning for Life caters for Key Stage 4 students aged 14 to 16. Here, learners are 'Soaring!' and gain independence, attending college and work experience.



## HORIZON CAMPUS

Horizon Sixth is home to our post 16 learners (Key Stage 5) and our Supported Internship Programme. Spread across three sites, there really is 'No Limits!' to what our young people achieve, with many going on to further education or employment.



## AN OUTSTANDING SCHOOL

Ofsted inspected in May 2023 and said we continue to be an outstanding school.

# Our extended family

An outward looking and 'extra' ordinary school, we partner with likeminded people and organisations across and beyond the borough.



Our partners include the Enterprise Cooperative Trust and Learning for Life Charity. These organisations are part of the West Lea family.

We created the trust and charity to extend our reach beyond the traditional classroom. Whilst our curriculum includes life, social and work skills, through ECT and LFLC we provide more opportunity for our learners and others across Enfield.

## ENTERPRISE COOPERATIVE TRUST (ECT)

A not-for-profit foundation cooperative, the ECT launched in June 2022.

The trust includes organisations from education, the charity sector, community interest groups, business and local government. We've come together to address key problems in the Enfield borough.

We aim to raise standards in local schools and create life-changing opportunities for young people. Being a member of the trust enables us to look at education in a different and collaborative way.

We're looking to make an impact in four key areas:



## THE LEARNING FOR LIFE CHARITY (LFLC)

LFLC is a registered charity and ECT partner. Founded in 2014, it aims to build upon the school's life and work curriculum.

To mark its tenth birthday in December 2024, the charity's trustees refocused its vision, mission and values.

LFLC provides disabled and disadvantaged young people in Enfield with life-changing chances to work. This includes borough-wide work experience and workplace support.

LFLC brings its values of inclusion, inspiration and innovation to life through its two charity shops, numerous social enterprise projects, and Access to Work funded job coaches for early careers employees.



**Learning for  
Life Charity**



# About the role

## PURPOSE OF THE ROLE

As a Care Assistant at West Lea School, you will play a vital role in supporting the health, wellbeing, and independence of learners with special educational needs and disabilities (SEND). You'll work closely with class teams, healthcare professionals, and families to provide high-quality personal and medical care, ensuring that every pupil feels safe, included, and empowered to thrive.

You'll assist with a wide range of care needs, from personal hygiene and feeding to mobility and medical procedures - while promoting dignity, confidence, and self-help skills. Your work will directly contribute to creating a nurturing and inclusive learning environment where every learner can flourish.

## KEY RELATIONSHIPS

**You will work closely with:**

- Class teams and teaching staff
- Specialist school nurses and the Medical Lead
- Learners and their families
- External professionals including physiotherapists, occupational therapists, and social care teams
- Other members of the welfare and pastoral support teams

**You will report to the Senior Welfare Assistant and be supported by the wider medical and inclusion teams.**

## WHO IT WOULD SUIT?

**You will:**

- Have experience working with children or young people in care, education, or healthcare settings
- Be calm, compassionate, and emotionally intelligent
- Be confident in supporting personal and medical care needs
- Be passionate about inclusion, dignity, and learner wellbeing
- Be proactive, adaptable, and solution-focused
- Thrive in a collaborative, fast-paced school environment
- Want a meaningful role that supports learners to grow in confidence, independence, and wellbeing

## PAY AND BENEFITS

This is a permanent, term-time only position, working 35 hours per week for 39 weeks per year, with an actual salary of £23,851 – £24,193 per annum (Scale 3, point 5-6).

**We offer a fantastic benefits package including:**

- Generous pension scheme with 19.01% employer contributions
- Supportive learning culture with funded continuous professional development (CPD)
- Paid membership of a professional body (if applicable)
- Professional networking opportunities
- Employee Assistance Programme (EAP)
- Free onsite parking
- Opportunity to make a real difference in a highly rewarding and inclusive organisation

# Job Description

## Primary responsibilities

Key areas of responsibility include:

- Provide high-quality personal and medical care to pupils in line with individual health care plans.
- Promote pupil independence, dignity, and wellbeing through empathetic and inclusive support.
- Collaborate with class teams, healthcare professionals, and families to ensure consistent and effective care.
- Maintain accurate and confidential records of care, medication, and pupil progress.
- Support pupils' inclusion in all school activities, including trips, swimming, and residential.
- Contribute to a safe, clean, and supportive learning environment.

## Key tasks within primary areas

### INTIMATE CARE

- Assist pupils with personal care needs including toileting, washing, dressing, and feeding.
- Promote progress towards self-help and independence.
- Maintain dignity and respect at all times, ensuring accurate records are kept.

### MOBILITY, PHYSIOTHERAPY & OCCUPATIONAL THERAPY

- Support pupils with mobility and physical needs, including use of hoists and other equipment.
- Follow manual handling protocols and safety procedures.
- Support the implementation of physiotherapy and occupational therapy programmes as directed.
- Monitor and record pupil engagement with physical programmes.

### MEDICAL SUPPORT & FIRST AID

- Administer medication and support medical procedures (e.g., catheter care, enteral feeding) following training.
- Follow the school's policy on the administration of medication.
- Ensure all medical equipment is clean, functional, and safely stored.
- Respond to medical incidents as a trained first aider, including emergency care.
- Maintain logs of incidents, medication administration, and health observations.
- Support with feeding plans, including prescribed feeds and dietary needs.
- Record and monitor health metrics (e.g., weight, temperature, fridge checks).

### TRIPS, WORK EXPERIENCE & RESIDENTIALS

- Support pupils on educational visits, work placements, and residential.
- Ensure care needs are met off-site.
- Promote inclusion and positive learning experiences during all activities.

## RECORD KEEPING

- Ensure familiarity with written records, specifically student healthcare records so that the needs of all pupils can be fully met whilst in school and on work experience placements.
- Contribute to all forms of school-based record-keeping.
- Contribute to reports and attend annual reviews as required.
- To provide full administrative support as it relates to the role.

## GENERAL REQUIREMENTS

- Uphold the values and ethos of West Lea School and the wider Enterprise Cooperative Trust.
- Follow all school policies, including safeguarding, health and safety, and data protection.
- Participate in ongoing professional development and reflective practice.
- Contribute to the wider life of the school and its charitable partners.
- Operate in line with “The West Lea Way,” promoting inclusion, kindness, and high expectations.

The tasks are an indication of what we expect you to do in the role. It is not an exhaustive list of duties and responsibilities, and we may amend them following discussion to take account of changing circumstances.



# Person Specification

The specification is to guide candidates and managers during the recruitment process.

Qualifications	Essential	Desirable
Good general standard of education qualifications to GCSE, particularly in English and Mathematics (grade C or above) or equivalent	✓	
Paediatric First Aid and Safeguarding (level 1)		✓
Mental health first aid qualification		✓
Continuous professional development (e.g, evidence of ongoing learning and development in specialist areas)	✓	
Knowledge & Experience	Essential	Desirable
<p>At least 2 years' experience in a busy care/welfare role delivering an exceptional service.</p> <p>We will ask to see evidence of the following:</p> <ul style="list-style-type: none"> <li>Knowledge of working with children, young people and adults with complex needs (including medical procedures – seizure management, anaphylaxis, asthma, enteral feeding, gastronomy care and risk management)</li> <li>Knowledge and experience of managing medical emergencies as well as the effective coordination of care (e.g., identification of unwell children)</li> </ul>		✓
Skills and Attributes	Essential	Desirable
<b>Empathetic and patient.</b> Demonstrates calm, compassionate care and emotional intelligence.	✓	
<b>Strong communicator.</b> Shares information clearly with colleagues, families, and professionals.	✓	
<b>Team player.</b> Works collaboratively across school and healthcare teams.	✓	
<b>Adaptable and proactive.</b> Responds flexibly to changing needs and takes initiative.	✓	
<b>Committed to inclusion and safeguarding.</b> Upholds dignity, equality, and safety in all care.	✓	
<b>Accountable and reflective.</b> Takes responsibility for high standards and continuous improvement.	✓	

# Application process

For more information, or to arrange a visit to the school, please contact the People and Culture team at [people.team@westleaschool.co.uk](mailto:people.team@westleaschool.co.uk)

**Application deadline** 5pm Monday 25<sup>th</sup> June 2025

**Interviews to be held** Week commencing 30<sup>th</sup> June

**Start date** September 2025

**Salary** This is a permanent, term-time only position, working 35 hours per week for 39 weeks per year, with an actual salary of £23,851 – £24,193 per annum (Scale 3, point 5-6).

**Contract type** Full time, permanent.

We're committed to safeguarding and promoting the welfare of children and young people. If you're successful, we will complete a full Disclosure and Barring Service (DBS) check and will require proof of ID, medical clearance and the right to work in the UK.



community  
**kindness**  
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