

Woodlands School Recruitment Information Pack



Education, Health and Care Assistant (EHCA)

April 2025

Contents

Information about the school	2
The Role	2
Job Description	3
Person Specification	5
Woodlands School – Working Well	6
Guidance for Applicants	8

Information about the school

Woodlands School is an inspiring place to work.

At present there are 85 pupils on roll, aged 2 to 19. These young people have a range of complex needs, both physical and with their learning.

Over the years we have realised that it takes versatile people to support our pupils, as no two days are ever the same. Our specially developed curriculums adapt to the changing needs of our young people and this, along with their health and care needs, provides the focus of the day.

Our motto is that we **'create empowered lives'** and we aim to do this for everyone who meets us. We strongly believe that education, coupled with high quality support, leads to people being able to take control of their own lives and destinies. To this end, we are constantly developing to meet the needs of each young person by training our staff as specialists, using research led practice and innovation whilst also offering an exciting, enjoyable learning experience.

In 2019 we celebrated our centenary. Our longevity coupled with a modern, state of the art environment makes us a truly unique place.

To find out more about Woodlands, including where to find us, please visit our website at www.woodlands.plymouth.sch.uk

The Role - Education, Health and Care Assistant (EHCA)

Every pupil at Woodlands has an Education, Health and Care Plan (EHCP). This describes their Special Education Needs (SEN) and the help they will get to meet them. An EHCP also includes any health and care provision that is needed. Traditionally we have recruited Teaching Assistants (TAs) to support our pupils but we have realised that the variety and scope of the role has changed to ensure the requirements of their EHCP's are met.

We wanted to reflect this change in our workforce and future recruitment by renaming our Teaching Assistant role to Education, Health and Care Assistant, a move that was welcomed by our current staff. We have broken down the different duties of the role under the same headings, and in the Job Description you will see the variety of tasks that an EHCA may undertake.

This is a challenging job that can lead to future roles in a variety of sectors. Some of our EHCA's go on to work in mainstream schools, the NHS or the care sector; many stay with us until retirement. If you want to find out more information about the work of an EHCA then please arrange to come in and see us.

Job Description - Education, Health and Care Assistant (EHCA)

Responsible to - Headteacher, through class teacher

Overview

You will:

- work under the instruction and guidance of teaching, HLTA and medical staff;
- undertake education, care and medical support programmes to enable pupils' access to learning;
- assist the teacher in the management of pupils' support needs and in the organisation and day-to-day running of the classroom.

This work may be carried out in the classroom, outside the main teaching area or off-site.

The job involves:

- mostly working from instructions;
- occasionally making minor decisions involving the use of initiative;
- referring problems to your HLTA, class teacher or manager;
- little close supervision beyond that provided by working arrangements and methods.

Education Main Accountabilities

- Provide specialist support for pupils with special needs - ensuring appropriate access to learning activities.
- Assist the teacher in the management of pupils and the learning environment in the classroom.
- Assist the teacher and HLTA with the planning of learning activities.
- Assist with the development and implementation of Individual Education and Behaviour Plans.
- Undertake pupils' record keeping which will include recording pupils' responses and their learning and development.
- Promote pupils' emotional wellbeing, communication and independence skills, and work closely with other colleagues in the classroom to deliver personalised learning plans.
- Demonstrate classroom activities and tasks to new starters or less experienced members of staff, if required.
- Assist in the handling of small amounts of money related to various school events, which are then handed over to school office staff for processing.

Health – Main Accountabilities

- Participate in training for a range of medical competencies. Implement this training to support the needs of pupils attending the school. This can include gastrostomy support, emergency epilepsy treatment and support for children with breathing difficulties; such as supporting a child with a tracheostomy.
- Assist with the development and implementation of health care plans.
- Assist with pupil first-aid and welfare issues, for example looking after sick pupils.
- Undertake some routine medical support under the direction and supervision of nursing staff.

Care – Main Accountabilities

- Assist with the development and implementation of Risk Assessments and Personal Care programmes.
- Promote positive pupil behaviour, deal promptly with conflicts and incidents in line with established policy, and encourage pupils to take responsibility for their own behaviour.
- Ensuring pupil care and safety during learning activities.
- Carry out intimate care duties.

These are the main accountabilities of the role and the postholder will undertake other duties appropriate to the grade of the post as outlined in the Performance Management framework for EHCA's.

Job Description - Education, Health and Care Assistant (EHCA) (continued)

Demands

- Lifting; bending; bending at knees; sitting on the floor; stretching and sustained physical effort to support pupils.
- Preparing the classroom for lessons, clearing away afterwards and producing displays of pupils' work.
- Manual handling of pupils for positioning and toileting is a major requirement.
- Concentrating for most of the morning or afternoon whilst observing and assisting the pupils during lessons.
- Supporting pupils in water-based activities.
- Developing a range of medical competencies required in supporting individual children.
- Offering the support children require when attending the school which can include a wide range of competencies such as: airway management; non-oral feeding, and management of specific needs.

There may be occasional emotional stress experienced through exposure to difficult child protection or welfare issues.

Working Conditions

- Mainly classroom-based conditions with regular background noise.
- Some exposure to environmental conditions when supervising pupils outside at lunchtime and during off-site activities and school trips.
- Need to deal with bodily fluids when providing personal care to pupils.
- Occasional exposure to pupils and potentially their families, exhibiting difficult and challenging behaviour, and who are angry or upset.

Skills and Technical Competencies

- Use of interpretation skills in order to solve straightforward problems.
- Requirement to develop medical competencies to support children attending the school.
(Training is provided by qualified nursing staff who have oversight of medical competencies and all skills are personalised to individual pupils.)
- Effective written and oral communication skills to liaise with pupils, staff, parents, outside agencies and professionals.
- Requirement to develop skills to support communication such as the use of communication aids or specialist techniques including signing and PECS.
(Training is provided).
- Computer literate to support learning activities and own administration requirements.
- Ability to operate office equipment e.g. photocopier, ipad.

Person Specification - Education, Health and Care Assistant (EHCA)

Responsible to - Headteacher, through class teacher

Attributes	Essential	Desirable
Education	<ul style="list-style-type: none"> NVQ or Diploma Level 2 in education, health or care related subject area Good standard of literacy, numeracy, and computer skills GCSE Maths and English Level 4/C or above OR Level 2 Functional Skills Maths and English. 	<ul style="list-style-type: none"> NVQ or Diploma Level 3, A' Levels or Degree in education or health or care area Background knowledge of child development Experience of working with children with complex needs Knowledge of Total Communication Approaches Understanding of Safeguarding Children
Experience	<ul style="list-style-type: none"> Working with children 	<ul style="list-style-type: none"> Working with children, young people who have visual, hearing and/or physical disabilities Supporting children and young people who have medical needs Working with children in a school
Skills and Abilities	<ul style="list-style-type: none"> Good communicator Ability to build close relationships with children Ability to work under instruction and using own initiative Ability to work as part of a team Willingness to undertake a range of medical competencies 	<ul style="list-style-type: none"> Ability to adapt and devise activities and materials Skills in supporting children whose communication may challenge themselves and others Good knowledge of behaviour management Knowledge of assessment of learning Previous skills in medical competencies, such as gastrostomy feeding
Motivation and Personality	<ul style="list-style-type: none"> Positive attitude Enthusiasm Warmth, good listener Willingness to undergo training, both initial and ongoing Flexible Child-centred approach 	<ul style="list-style-type: none"> Imaginative, willing to experiment with activities Willingness and ability to lead, using own initiative
Circumstances and Health	<ul style="list-style-type: none"> Good health record 	<ul style="list-style-type: none"> Car driver

Woodlands School – Working Well

At Woodlands School we believe in supporting our staff to do a good job.

We offer comprehensive training in specialist areas as well as more general topics. This training is delivered by external agencies as well as our own staff. We have five training days per year, including two medical days and every Friday afternoon at Woodlands is dedicated to staff learning and development.

All staff at Woodlands School follow a Code of Conduct developed from our Staff and Governors' Behaviour Policy. It highlights the standards of behaviour we expect from everyone to ensure that we are excellent role models for the young people at Woodlands.

In addition to the Code of Conduct, our Competencies Framework gives guidance on how staff should carry out the tasks that they are asked to do. Support staff have a Performance and Appraisal meeting at the end of each term to ensure they are working effectively, whilst feeling challenged and supported.

Our Performance and Appraisal Management system allows us to achieve a 360-degree process of review, support, training and development.



INFORMED	1. Seeing the Big Picture
	Having an in-depth understanding and knowledge of how your role fits with, and supports the school's objectives, the wider needs of our young people and our stakeholders. Focussing your contribution on the activities which will meet Woodlands goals and deliver the greatest value.
	2. Changing and Improving
	Taking the initiative, being innovative and seeking out opportunities. Learning from what has worked, as well as what has not, being open to change and improvement, and working in "smarter", more focussed ways.
	3. Making Effective Decisions
PROFESSIONAL	Using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. Being careful and using this knowledge to make the right choices to support pupils and colleagues.
	4. Communicating
	Showing pride and passion for Woodlands, communicating with clarity, integrity and enthusiasm. Supporting the principles of fairness of opportunity for all; engaging with people in a straightforward, truthful, and candid way.
	5. Collaborating and Partnering
	Being a team player. Working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with pupils, colleagues and a wide range of people within and outside the school.
AWARE	6. Continuing to Learn
	Having a strong focus on continuous learning for oneself, others and the school. Being open to learning, and keeping one's own knowledge and skillset current and evolving.
	7. Delivering Value for Money
	The efficient, effective and economic use of taxpayers' money in delivering a service. Being aware and mindful to ensure good value for money is achieved across the school.
	8. Providing a Quality Service
	Valuing and modelling professional excellence and expertise to deliver the school's objectives whilst taking account of the diverse needs of the pupils, colleagues and wider stakeholders. Planning, organising and managing time and activities to deliver a high-quality service to all.
	9. Delivering at Pace
	Focusing on delivering timely performance with energy and taking responsibility and accountability for a quality service. Working to agreed goals and objectives and dealing with challenges in a responsive and constructive way.

Woodlands School – Competencies precis

Guidance for Applicants

If, after reading all the background information, you think you'd like to join the Woodlands team, then we suggest you carefully follow the guidance below.

All applicants must complete the application form as we do not accept CV's or letters of application. An application form means we treat everyone fairly and equally.

Make sure you complete all the necessary parts of the application form and give us as much relevant information as you can, as this is what we use to shortlist applicants for interview.

- Read the instructions on the application form carefully before completing it.
- Read the Job Description and Person Specification. If you don't meet the essential criteria for the post, then it is highly unlikely you will be shortlisted.
- Use the Person Specification as your guide. We would suggest you write your supporting statement in the same order as the Person Specification. Tell us about the knowledge, skills and experience you have that is relevant. Give lots of examples from work and outside if it's appropriate.
- Make sure we can read your application if you are handwriting it.
- Use extra sheets if you have lots to tell us, just attach them to your application.
- Remember, if you conceal or misrepresent relevant information at any stage you will be disqualified from appointment or, if appointed, may be dismissed without notice.
- If you are shortlisted for interview you will need to bring the relevant documents with you, full details of what is required can be found on the front of the application form.
- Come and visit the school, a role here may not be for you and you'll only find that out by seeing for yourself.

Check the application closing time and date, late applications will not be considered.
It is your responsibility to ensure it reaches us on time.

Headteacher: Mrs Andrea Hemmens M.Ed

Wood View Learning Community, Picklecombe Drive, off Tamerton Foliot Road, Whitleigh, PLYMOUTH PL6 5ES

Tel: 01752 300101 email: admin@woodlands.plymouth.sch.uk

