



**Crosshill**  
School



# Education Health Care Assistant

Candidate Pack



Part of the

**Oak**



Learning Partnership

# Education Health Care Assistant

## Welcome from the Headteacher

Dear Candidate,

Thank you for expressing an interest in joining our wonderful community at Crosshill School. We are a forward-thinking, inclusive, and successful school dedicated to supporting children with special educational needs. Our school is a place where every child is valued, supported, and empowered to achieve their full potential, and we are looking for a passionate and committed Education Health Care Assistant to help us continue this work.

As an Educational Health Care Assistant, you will play a crucial role in providing tailored support to students with a range of additional needs. You will work closely with other professionals to create a nurturing, safe, and inclusive environment for our pupils. The ideal candidate is compassionate, patient, and has experience in healthcare or supporting children with additional needs.

At Crosshill the 'family' feel of the school is vital to our success and lies at the heart of all we do. We pride ourselves on creating a supportive and inclusive environment where each student can thrive. Our dedicated staff work collaboratively to deliver individualised education plans tailored to the unique needs of every child.



# Education Health Care Assistant

## Welcome from the Headteacher

At Crosshill, we deeply value the positive relationships between staff, students, parents, and carers. Our welcoming environment ensures that students feel valued and trusted as individuals, fostering mutual respect throughout our community. We are committed to offering outstanding opportunities for all our students, empowering them to reach their full potential. Through excellent teaching, personalised support, and an inspiring curriculum enriched with the latest technology, our students overcome diverse learning difficulties and additional challenges, growing in confidence to become successful, caring individuals ready for adulthood.

Our mission is to enhance the life chances of every young person at our school, providing opportunities for achievement beyond expectations, regardless of background, need, or prior attainment. By joining our team, you will become part of a supportive team of professionals dedicated to making a positive difference in the lives of our students and their families.

If you have any questions or would like to arrange a visit to our school, please do not hesitate to contact us on 01254 667713 or by e-mailing [info@crosshill.blackburn.sch.uk](mailto:info@crosshill.blackburn.sch.uk) to arrange an appointment.


As you consider this exciting opportunity, I invite you to explore our website and learn more about our ethos, values, and the wonderful work we do here at Crosshill. [www.crosshillblackburn.co.uk](http://www.crosshillblackburn.co.uk)

**We ask that you do not send CV's, please complete and send your application form and a personal statement to [hr@oaklp.co.uk](mailto:hr@oaklp.co.uk)**

We look forward to receiving your application and learning more about how you can contribute to our school community.

**Mrs Lidia Gardner**  
**Headteacher at Crosshill School**





**"Pupils love coming to Crosshill Special School. They smile as they arrive in the morning and they are eager to start their lessons. Pupils behave exceptionally well throughout the day. They are highly respectful to one another, staff and visitors."**

Ofsted Report, November 2021

**Inclusion** is at the  
**heart** of our trust

## Introduction to Our Trust

**Dear Candidate,**

Thank you for your interest in this post at Crosshill School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

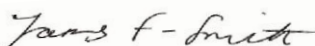
Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:  
**[www.oaklp.co.uk](http://www.oaklp.co.uk)**



**James Franklin-Smith**  
**CEO of Oak Learning Partnership**

**Oak**   
Learning Partnership

[oaklp.co.uk](http://oaklp.co.uk)



**“Pupils and students said that the school is a happy and safe place because staff work hard to make it that way.”**

Ofsted Inspection,  
November 2021.



# Education Health Care Assistant

**Salary:** Grade B, SCP 2 – 3 (£23,656 – £24,027), actual salary £17,872 – £18,152.

**Hours:** 32.5 hours per week, term time only plus 1 week inset days.

## Job Description

**Normal place of work:** Crosshill School, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** 32.5 hours per week, term time only plus 1 week inset days.

Monday and Thursday 8:00am to 3:20pm, Tuesday and Friday 8:20am to 3:00pm and Wednesday 8:20am to 4:00pm.

**Responsible to:** Headteacher and SENDCo

### PURPOSE OF THE POST

- To support education, health, medical, physical and general care needs following agreed plans.
- To provide support to individuals and groups, under the direction of the class teacher, to access outcomes as outlined in each individual's Education Health Care Plan (EHCP).
- To support the teacher in the management of specific pupils within the classroom.

### SUPPORT TO PUPILS

- Build and maintain successful relationships with pupils, acting as a role model and encouraging their development as learners.
- To set high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds.
- To promote independence and employ strategies to recognise and reward achievement within established school procedures.
- To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- To attend to pupils' personal needs including toileting, hygiene, dressing and feeding.
- To physically assist pupils in activities (which may involve hoisting/lifting where mobility is an issue) following clear directions given in Moving and Handling training and mobility plans.
- To be responsible for the careful and safe use of specialist equipment e.g. standing frames.
- To work with pupils, under the direction of the teacher/SENDCo, on therapy or care programmes designed and supervised by a therapist or care professional.

## SUPPORT FOR TEACHERS

- To promote positive values, attitude and good pupil behaviour, dealing promptly with conflicts / issues and encouraging pupils to take responsibility for their own behaviour, in line with the school behaviour policy.
- To liaise sensitively and effectively with parents and carers as agreed with the teacher and participate in feedback sessions/meetings with parents under the teacher's supervision.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning outcomes.
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of records and systems as requested.
- To support the class team in preparing and maintaining a safe learning environment including the displaying and presentation of work.
- To provide admin support for teachers e.g. photocopying, filing, collecting money, checking deliveries.

## SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To contribute to the overall work and ethos of the school.
- To work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies / professionals in liaison with the teacher, to support the achievement and progress of pupils.
- To attend and participate in meetings as required.
- To undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to lead, advise and support others.
- To assist with the supervision of pupils out of lesson time.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.

## COMMON CORE OF SKILLS AND KNOWLEDGE FOR THE CHILDRENS WORKFORCE

The common core covers six themes:

- Effective communication and engagement with children, young people, parents and carers
- Child and young person development
- Safeguarding and promoting the welfare of the child
- Supporting transitions
- Multi-agency working
- Sharing information



# Education Health Care Assistant Person Specification

<b>CRITERIA</b>	<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
<b>ESSENTIAL</b>		<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>GCSE or equivalent qualification in English/Literacy and Mathematics/Numeracy.</li> </ul>		<ul style="list-style-type: none"> <li>Further academic qualifications appropriate to the post.</li> <li>Experience of working or caring for children of a relevant age.</li> <li>Experience of working or caring for children with SEND.</li> </ul>
<b>CRITERIA</b>	<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
<b>ESSENTIAL</b>		<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>Ability to relate well to children and adults.</li> <li>Ability to work part of a team.</li> <li>Good communication skills.</li> <li>Understanding of the concept of confidentiality.</li> <li>Flexible approach.</li> <li>Excellent health and attendance record.</li> </ul>		<ul style="list-style-type: none"> <li>Ability to use relevant technology (e.g. photocopier, iPad).</li> <li>Knowledge and understanding of classroom roles and responsibilities.</li> <li>Basic knowledge of first aid.</li> <li>Ability to swim and support pupils in swimming pools/hydrotherapy pools.</li> </ul>
<b>CRITERIA</b>	<b>Personal style and behaviour:</b> In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
<b>ESSENTIAL</b>		
<ul style="list-style-type: none"> <li>Commitment to undertake continuous professional development.</li> <li>Commitment to safeguarding and protecting the welfare of children and young people.</li> </ul>		



**Crosshill**  
School

Prepare and flourish

**Crosshill School**

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