



## First Aid Lead Permanent

**32.5 hours per week, 39 weeks per year**  
term-time plus one week in the summer holiday

**Part-time/job-share may be considered**

**Closing Date: 9 am Monday 3 June 2024**

**Interviews: Thursday 6 June 2024**



Thank you for your interest in this position at The Spires College. This brochure is designed to provide you with information about the specific role and department, the college and our community. We welcome prospective candidates to contact the college for further information or to arrange a visit. Contact details are on the last page.

# Contents

- Letter from the Principal
- Job description
- Person specification
- The Spires College
- Staff Benefits
- How to apply





Dear Candidate

I am delighted that you have requested further information regarding the position of **First Aid Lead** at The Spires College. As Principal, recruiting new colleagues is really exciting. I am committed to providing an excellent education for every child in our learning community and every new member of staff adds something more to strengthen our team.

The Spires College has a very positive, friendly atmosphere. The staff care passionately about the well-being of the children and our students are vibrant, enthusiastic and affable. The concept of community is something that I

believe is essential for a successful school and we all strive to ensure that every member of our community feels valued and contributes positively to College life. Our primary focus is, and will always be, developing superb teaching and learning across all areas of the College. Pedagogy underpins all we do and all staff at The Spires College are committed to their own learning. We have keen, willing learners who really want to receive a first class education. However students can only learn effectively when they are well equipped to do so, and so high quality support beyond the classroom is essential.

The successful candidate will provide a first aid response when children, or staff, become unwell or sustain an injury. This position is important to support our students' access to education and help to ensure that children are in the classroom, learning. The post holder will also support students with long term needs, working with medical professionals and parents responsible for care. It is a brilliant opportunity for the right person to develop and streamline the provision to be efficient and effective and ensure that every student receives the best standard of care possible.

Working at The Spires College is tremendously rewarding and this role is a fantastic opportunity to make a real difference to young people's lives. As a College, we are firmly committed to continuous professional development for all and we invest heavily in developing our staff at all levels.

You are very welcome to visit The Spires College to help you decide if this is the role for you. Contact details are on the last page of this brochure.

With best wishes

**Alex Newton**  
**Principal**





# Job Description

## First Aid Lead



<b>Grade and Salary*:</b>	Grade G SCP 18 – 23 £29,269 to £32,076 pro-rata* Actual salary £21,990 to £24,099
<b>Contract Type**:</b>	Permanent 32.5 hours per week term time, plus one specified week in the summer holiday (39 weeks per year)
<b>Working Pattern:</b>	Monday – Friday, 8.30 am to 3.30 pm
<b>Accountable to:</b>	College Business Manager/Admin Manager
<b>Commencing:</b>	As soon as possible

\*A national pay award is currently being negotiated with workers' unions and is pending agreement. Therefore the salary will be higher than published. The salary grade may be increased for a candidate with skills/qualifications that warrant this (for example a candidate who is a Registered Nurse).

\*\* Part-time/job-share may be considered.

### Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed. This will allow flexibility for the college to respond to changing priorities and support and enhance individual professional development. This is not an exhaustive list and it is the practice of the college to examine job descriptions periodically, update them and ensure that they continue to relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder.

As the rate of pay above will be enhanced by payment in lieu of leave entitlement, public holidays and locally scheduled holidays, under normal circumstances, there is no leave entitlement during term-time.

### Overall Purpose and Accountability

- ▲ To promote maximum participation in school life for all students and particularly those with additional medical needs.
- ▲ To lead on the whole College first aid provision.
- ▲ Act as main first aid officer and co-ordinate support / training for other first aid trained staff.
- ▲ To develop and maintain Care Plans for individual students with medical needs.
- ▲ To develop and update the College Policies on Supporting Students with Medical Needs, Administering Medicine and First Aid.

## Post-specific responsibilities

- ▲ To arrange training for staff to obtain relevant qualifications e.g. Sports First Aid, Emergency First Aid, First Aid at Work and maintain training records.
- ▲ To arrange training for wider staff groups in basic emergency first aid, e.g. epi-pens, dealing with seizures, asthma attacks, defibrillator, as and when required and to maintain records of training that has been completed.
- ▲ To advise on first aid arrangements for off-site activities and residential trips.
- ▲ To maintain stocks of first aid equipment and supplies in College, including those used for off-site trips and activities.
- ▲ To be on duty in the first aid / medical room every break and lunch-time or arrange cover for when this is not possible due to pre-arranged events / activities.
- ▲ To maintain records of first aid interventions given to students and staff, using the appropriate college systems.
- ▲ To ensure the College medical suite and all equipment is in good order.
- ▲ To oversee the administration, storage, disposal and record keeping of medication in accordance with College Policy.
- ▲ To ensure that all medical equipment and resources, including medication and documents, are stored securely at all times.
- ▲ To liaise with pastoral staff and parents over health concerns, including concerns over student mental health well-being.
- ▲ To support the Designated Safeguard Lead with Child Protection issues where necessary.
- ▲ To accompany students being transferred to hospital by ambulance when required.
- ▲ To lead on risk assessments for students with medical care requirements.
- ▲ To develop Care Plans for individual students with medical needs, update these plans and liaise with parents over change in need.
- ▲ To provide first aid cover during the college's 'Summer School' week held during the summer break.
- ▲ To assess the requirements of all students joining the college for whom a medical need has been identified, creating care plans and risk assessments accordingly. For students transferring from primary school, the bulk of this task will take place during the 'Summer School' week.
- ▲ To liaise with the NHS School Nurse team and other specialist nurses (e.g. diabetes specialist nurses) over Care Plans.
- ▲ To co-ordinate visits from external agencies for student and staff vaccinations.
- ▲ Undertake refresher First Aid Training ahead of expiration of qualification.

## Generic tasks

- ▲ Support the maintenance of good administrative practices in the college.
- ▲ Respond positively to the needs of students, parents, colleagues and governors.
- ▲ Support administrative colleagues by covering their duties, where appropriate, if they are absent from work.
- ▲ Provide support during the working day for college functions.
- ▲ Carry out other duties that may be specified from time to time by the Principal.
- ▲ Support the behaviour of the students at The Spires College.
- ▲ Support the enhancement and operation of the learning environment of the College.
- ▲ Support teaching staff in the provision of a high quality education to the students.
- ▲ Act as a role model for students particularly in dress, punctuality, behaviour, language and conduct.

### Health and safety

- ▲ Adhere to college health and safety policies/procedures and current statutory health and safety requirements.
- ▲ Attend training as and when required for the purposes of safeguarding children and corporate safety.
- ▲ Ensure the college is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS).

**The college is committed to safeguarding and to the promotion of the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS disclosure with barred list information.**

# Person Specification

## First Aid Lead



Not all of the following attributes are essential at the point of application. There is a comprehensive induction training package for the successful candidate.

	Essential or Desirable	How assessed
<b>Qualifications</b>		
Emergency First Aid at Work qualification or be willing and able to complete this training	E	Application form
Qualified Nurse (RGN or equivalent)	D	Application form

<b>Skills</b>		
Good standard of literacy and numeracy. English and Maths GCSE at Grade C or equivalent	E	Application form
Good office ICT skills, able to create and edit word documents, etc.	E	Interview/selection process
Good database skills, able to enter and retrieve data	E	Interview/selection process
Problem solving abilities	E	Interview/selection process
Able to assess risk and make plans to mitigate risk	E	Interview/selection process
Able to negotiate with others	E	Interview/selection process
Good communication skills, able to liaise effectively with students, parents, health professionals	E	Interview/selection process
Able to work effectively with colleagues and form positive relationships	E	Interview/selection process
Able to deliver training	D	Interview/selection process

<b>Personal Qualities</b>		
Professional in manner, actions and appearance	E	Interview/selection process
Approachable	E	Interview/selection process
Empathetic	E	Interview/selection process
Flexible	E	Interview/selection process
Tenacious	E	Interview/selection process
Able to maintain confidentiality	E	Interview/selection process
Enthusiasm and interest in caring for individuals with medical conditions	E	Interview/selection process

<b>Experience</b>		
Experience of administering medication and first aid	E	Application form
Experience of delivering training	D	Application Form
Experience of working in a school environment	D	Application form

## The College

The Spires College is a co-educational, 11-18 bilateral school with a selective stream. It is situated in the Plainmoor district of Torquay, within the Local Authority of Torbay. There are currently



approximately 1160 students on roll, 35% of whom are in receipt of Pupil Premium funding. We are a friendly, caring college which puts the needs of our children at the heart of all we do. Academic progress is obviously vital but we also place a high value on the provision of enrichment opportunities that help our students to grow into responsible, confident and considerate young adults. Underpinning all of this are excellent standards of pastoral support and care that allow children to feel safe and valued.

The Spires College is one of very few schools in the country with bilateral streams. This allows us to take up to 60 students each year into a selective stream (out of a 210 PAN). Torbay is an area with a selective, grammar school system, where parents can choose for their child to take the '11+' test if they wish for them to apply for a place at one of the selective schools in the area. Our bilateral stream allows us to maintain a truly 'comprehensive' intake because it means we admit students of all abilities and backgrounds.



We have a modern, purpose-built building offering fantastic facilities for both students and staff alike. All full time teachers have their own classroom. We are committed to the professional learning of our teachers to ensure classroom practice is as good as it can possibly be. Every teacher follows a personalised CPD programme based on individual needs and interests, and every teacher is involved in research and professional reading.



Previously Westlands School, the college was renamed The Spires College in 2015 to mark the significant changes that were taking place at the school. New leadership had instigated changes to expectations, policy and pedagogy by this point, and an outward-facing change was needed to demonstrate to the community just how

much things were changing for the better. An Ofsted judgement of 'good' in 2017 and a continually improving trend in outcomes followed. Today, the college is over-subscribed with a reputation for combining academic success with an inclusive, family-friendly approach. A further Ofsted inspection in November 2022 was overwhelmingly positive, and can be found on our website.



## Staff Benefits

We organise College-life with staff well-being in mind. Centralised detentions and behaviour support allow teachers to focus on the most important things: teaching and learning. Our approach to teaching is based on an understanding of the positive impact of professional autonomy upon job satisfaction, and on the importance of allowing subject specialists to address the requirements of their own subjects in their planning. In this way, teachers are able to respond to the needs of the students in front of them.

The College invests heavily in staff CPD: a significant amount of time is dedicated to this. We have developed our own provision to support ECTs rather than relying on an 'off the peg' model; we prioritise the induction of all new staff and regard this as an ongoing process; all staff have an entitlement to high-quality CPD that addresses their own needs and priorities.

Other staff benefits include:

- ▲ Full membership of the Teachers' Pension Scheme or local government scheme. We also support staff to access high quality advice about their pensions.
- ▲ Access to a wide range of discounts at hundreds of big-brand online and high street stores.
- ▲ Salary sacrifice schemes to buy a new car or bicycle (these offer the opportunity to pay for these items from your gross salary saving the Income Tax and National Insurance contributions you'd normally make on this income).
- ▲ A salary sacrifice scheme to buy the latest technology or smartphone.
- ▲ Free staff access to the College fitness suite.
- ▲ Discounted gym membership at a commercial gym.
- ▲ Access to an employee assistance programme offering a 24 hour helpline and support with financial, legal and employment issues.



## How to apply

As a college, we are committed to safer recruitment and, as such, can only accept applications that are on the college application form. These are available on the website or as a download with all of our job advertisements. Please contact us if you have any difficulty accessing this. Please note that a CV is not required and will not be accepted as a replacement for a fully completed application form. Please complete all sections of the form **in full**.

The application form includes space for a supporting statement or letter of application. This is a really important part of the selection process and we weight it heavily in our short-listing process. Please use it to show how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard. Please also ensure it is written within the application form, rather than separately, and in a sensible font and size!

Your fully completed application should be returned to Nadine Osborne, the Principal's PA, **by 9 am on Monday 3 June 2024**, preferably by email to: [jobs@thespirescollege.com](mailto:jobs@thespirescollege.com).

If you do not receive an acknowledgement of your application by the deadline, please contact the college.

Interviews are scheduled to take place on Thursday 6 June 2024. However, we reserve the right to interview candidates prior to this.

If you would like to arrange a visit or have an informal, confidential discussion with our Business Manager, Steve Corline, please contact him via the telephone number below or by email to: [scorline@thespirescollege.com](mailto:scorline@thespirescollege.com). Please note that the college is closed from 27 to 31 May 2024.

Thank you for your interest in The Spires College.



The Spires College - Westlands Lane - Torquay - TQ1 3PE - Tel: 01803 400660

[www.thespirescollege.com](http://www.thespirescollege.com)

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