

The people behind
the magic.



JOIN OUR TEAM

Healthcare Assistant

Salary: Band D (NJC Point 7-11) Actual Salary: based on 2 days £7,065 - £7,530 and based on 3 days £10,598 - £11,296

Hours: 6 hours per day on either a 2 day or 3 day basis, this will be a job share with the existing post holder, please specify within the support Information on your application how many days your preference would be.

Contract: Permanent, Term time only plus 2 days

Closing Date: Friday 7th February 2025 at 9am

Start Date: As soon as your notice period allows



Together
Learning Trust

THE SCHOOL

CHARACTER BUILDING SINCE 1712



Welcome to The Brooksbank School, where we have a rich and long history of serving the community of Elland. We are proud to be the second largest comprehensive high school in Calderdale, with 1700 students who are at the heart of everything we do. Our school has maintained its own sixth form centre, providing our students with continuity and the opportunity to achieve their full potential.

At Brooksbank, we are fully committed to academic excellence and strive to provide the best possible education for our students. Our school consistently ranks highly among the top non-selective schools in Calderdale. However, we also believe that true accomplishment goes beyond academic success. That's why we encourage our students to pursue their passions in the arts, sports, media, and community work, which will shape them into future leaders.

We are excited to share that 2022 marks a new chapter in our school's journey as we joined the Together Learning Trust. This move provides us with the opportunity to further improve our school and continue our mission of providing an excellent education for every student, every day. As part of a committed and supportive staff team, you'll find opportunities here to shine and represent the #spiritofbbs.

We invite you to become a part of our school community, where you will be welcomed with open arms. At The Brooksbank School, you'll find a warm and nurturing environment that encourages personal growth and fosters a sense of belonging. Join us on this exciting journey and be a part of something truly special.



There are increasing numbers of 'success stories' for pupils who now engage successfully with their learning as a result of the support they receive

- OFSTED REPORT 2022

EXPLORE MORE



www.bbs.calderdale.sch.uk



[thebrooksbankschool](https://www.facebook.com/thebrooksbankschool)



[@thebrooksbank](https://twitter.com/thebrooksbank)



When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. By this autumn we will comprise of three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."

**- LIZ WOODFIELD, HEADTEACHER,
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Healthcare Assistant

Are you passionate, friendly and dedicated when it comes to supporting the health, medical and wellbeing needs of our school community? Do you recognize yourself as having strong communication skills, confidence and understanding? Are you a calm individual with a positive outlook, who is proactive about supporting young people in a safe, vibrant, and happy school? If this sounds like you, we'd love to hear from you.

An exciting opportunity has become available for a Healthcare Assistant to join our fantastic team on a job share basis with the existing postholder, you will work within a supportive school environment that truly values your contribution.

What will you get in return?

This is a fantastic opportunity to work as part of a passionate and friendly pastoral team. At The Brooksbank School you'll find a strong foundation where you can make a real difference to the lives of our children.

In addition to this you will benefit from:

- A supportive and forward-thinking Leadership Team
- Automatic enrolment to the West Yorkshire Pension Fund
- Staff development through appraisal and CPD
- Collaboration with Trust colleagues in similar roles
- Working as part of a creative and supportive team who want the best for all of our students
- Free Parking
- Cycle to Work Scheme
- Employee Assistance Programme offering 24/7 Financial, legal and Wellbeing Support
- Face to Face Counselling
- Occupational Health
- Eye Tests *DSE/VDU users only
- £49 towards glasses and lenses * DSE/VDU users only
- Annual Flu Vaccines
- Home & Technology Purchase Scheme
- Lifestyle benefits (discount platform)

What the role involves in a nutshell:

- Ensure that the health and care of students and staff at the school is managed in an efficient and effective manner
- Responsibility for dealing with day-to-day individual health needs, including the administering of medication and being the first point of call for first aid needs
- Keep medical and health and safety records for individual pupils and staff using manual and computer systems
- Manage the needs of diabetic students and other severe needs students within school

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

JOB DESCRIPTION

Healthcare Assistant

Responsible to:	Inclusion Manager
Scale/Salary	Grade D (7-11) – Full time role - 30 hours - term time only plus 2 days
Main Purpose of the role	<p>In the role of Healthcare Assistant, you will:</p> <ul style="list-style-type: none"> • Ensure that the health and care of students and staff at the school is managed in an efficient and effective manner.
Main Duties & deliverables	<ul style="list-style-type: none"> • Responsibility for dealing with day-to-day individual health needs, including the administering of medication. • Assist with the Management of the care needs rota in co-ordination with the SENDCO. • Keep medical and health and safety records for individual pupils and staff using manual and computer systems • Discuss the dietary needs of students with the catering team within school, ensuring provision wherever possible for student inclusion. • Manage the needs of diabetic students and other severe needs students within school. • Complete individual school health care plans in consultation with parents / health service, etc. • Manage the accident/medical book and reports to RIDDOR. • Make and oversee arrangements for medical inspections / checks / vaccinations and other related visits to the school. • Liaise with relevant bodies over the disposal of medical waste. • Maintain first aid boxes and medical supplies across the school. • Check and advise on health care legislation/codes of practice. • Liaise with parents / hospital / health service / school over pupil health care. • Escort students/staff to hospital in emergency situations. • Organise medical needs lists and provision for school trips. • Manage the defibrillator, including training needs of staff. • Willingness to undertake PEG feeds and be responsible for training staff with these feeds. • Willingness to undertake toileting duties. • Willingness to undertake moving and handling of students. • Assist with the mental well-being of staff through the role of Mental Health First Aider. • Supervise students on visits, trips and out of school activities as required. • Maintain confidentiality required of the role. • To produce accident reports to Governors on a termly basis. • To manage a list of first aiders and organise training when required, always ensuring that school have enough first aiders for the school size. • To review and revise any school policies relating to medical needs / first aid. • To assist with student attendance based on significant medical absence. • To support Student Service's admin, including student queries. • To undertake other clerical duties under the direction of the Inclusion Manager when appropriate
Expected Behaviours	<ul style="list-style-type: none"> • Support the ethos, vision, principles and values of the school. • Treat colleagues, students and all members of the community with respect and consideration. • Treat all students fairly, consistently and without prejudice.

	<ul style="list-style-type: none"> • Set a good example to students in terms of appropriate dress, standards of punctuality and attendance. • Support the ethos of the school by upholding the code of conduct, uniform rules, etc. • Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers. • Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence. • Read and adhere to School polices and implement School improvement plans. • Participate in the development and management of the school by attending various team and staff meetings. • Undertake duties as prescribed within the school's policies. • Undertake professional duties reasonably assigned to them by the Headteacher. • Be proactive and take responsibility for matters relating to health and safety. • To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example.
<p>Other specific duties</p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Head of School/Executive Headteacher to undertake work of a similar level that is not specified in this job description. The Job Description is not contractual and may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	



Healthcare Assistant

To be assessed through application, reference and interview.

Criteria	Essential	Desirable
Qualifications		
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths	✓	
First Aid Experience	✓	
Full and Clean Driving License with access to own vehicle	✓	
Current First Aid Certificate		✓
Health / Care / Nursing Qualification		✓
Moving and Handling Qualification		✓
Experience		
Previous experience of working with young people		✓
Experience of communicating with young people in a friendly and calming manner	✓	
Experience of administering first aid	✓	
Experience of working in a busy environment	✓	
Successful experience working in a school environment		✓
Skills and Abilities		
Excellent written and communication skills	✓	
Ability to efficiently manage and prioritise workloads	✓	
Ability to build positive relationships with all stakeholders, especially parents/carers	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise child safeguarding issues	✓	
Good level of proficiency in Microsoft Word, Excel and Outlook	✓	
Excellent communicator with strong interpersonal skills	✓	
Able to lift and carry light loads		✓
Well organised, pro-active and able to thrive under the pressure	✓	
Personal Attributes		
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
A commitment to inclusive education	✓	
Integrity and exercises confidentiality	✓	
Ability to think pragmatically and be solutions focused	✓	

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have any questions ahead of making a formal application, we would be delighted to hear from you. Please contact our Claire Washington, our Personal Assistant to the Leadership Team via c.washington@brooksbank.tlt.school

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2024.