



Co-op Academy
Southfield

Healthcare Supervisor - Education Candidate Pack

June 2024

Welcome

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

Co-op Academy Southfield is an inspiring place to work and learn, as part of the Co-op Academies Trust, Southfield aims to secure excellence in all aspects of its work. It is one of thirty schools in the Trust, and one of three Special Schools. All schools in the Trust demonstrate a strong commitment to cooperative values and principles. It is therefore vital that applicants are willing to fully embrace these, embedding them into the learning experiences for students and use them to drive up academic standards further. The Trust is a successful and highly collaborative partnership of schools committed to raising the educational ambitions of the communities it serves.

Our academy offers an outstanding, inclusive and inspirational learning experience for pupils aged 11-19 with a wide range of complex educational and medical needs. The academy is designated for up to 360 pupils and students with Severe Learning Difficulties, Profound and Multiple Learning Difficulties and Autistic Spectrum Disorder.

We are seeking to appoint a Healthcare Supervisor - Education to join our Care and Wellbeing Team to join us on a fixed term basis to 31st August 2025. You'll provide specialist knowledge to support pupils with complex health and physical needs requiring medical and therapy interventions. You will implement agreed health interventions including administering medication to individuals as defined by NHS Care Plans and Education, Health and Care Plans (EHCPs). Additionally, you will work in conjunction with other Education and Healthcare supervisors, Director Deputy and of Care and Wellbeing and NHS professionals.

We would welcome applications from individuals who have recent experience of working in a school environment or in an organisation working with children. We would also welcome applications from individuals who have experience of working with children and young people with special educational needs, including complex health and physical needs.

Should you have any questions in regards to this role, or would like an informal discussion with the manager please contact Human Resources in the first instance via email to:

sthf-recruit@coopacademies.co.uk

Completed applications should be submitted via the TES recruitment portal
<https://www.tes.com/jobs>

Best wishes,

Victoria Clough | Head of School

Our Co-op Academies Trust

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

The Co-op Academies Trust is a multi-academy trust operating across three hubs: Greater Manchester; West Yorkshire; and Staffordshire and Merseyside. We currently have 33 schools across the regions including secondary, primary and special schools plus a sixth form college. This makes us one of the most diverse multi-academy trusts in England.

The Co-op Academies Trust is governed by a very experienced Trust board consisting of senior members within education and business; about half the members work in senior leadership positions within all areas of the Co-op. Our Trust has a commitment to deliver a three-year strategic plan, developed in 2022, which gives a strong direction of outcomes needed in all areas, community impact and a moral code of practice for all members of Co-op Academies Trust to adhere to.

All our academy governing councils have a Chair of Governors from the Co-op as well as two to four Sponsor Governors. Each hub is led by a Regional Director - a proven leader of schools and an outstanding practitioner with a track record of improvement in education.

Within our leadership team, we have a National Leaders of Education (NLE) and a former NLE. We have a well-developed school improvement offer, including access to 18 different specialist directors. We have the full support of the Co-op who offer a range of services to all our academies, including enrichment opportunities, seconded staff, resources and expertise in the areas of education that overlap with commerce.

Most of our academies have a history of being in very difficult circumstances with many of them serving deprived communities. As well as bespoke individual plans to support academies, we offer school improvement strategies across the Trust that includes school-to-school support, links to external sources of expertise and internal directors. We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Throughout all of our academies you will clearly see our strong core vision and values called the Ways of Being, giving the Trust an ethical code that every stakeholder buys into and engages with.

Good luck with your application and thank you for considering Co-op Academies Trust as the next stage in your career.

Best wishes,

Dr Chris Tomlinson | Chief Executive Officer

Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

Job Description

Healthcare Supervisor - Education Co-op Academy Southfield

Salary: Band 8, SCP 17-22

Location: Bradford 5, West Yorkshire

Hours: 37 hours term time plus 3 weeks

Type: Fixed term to 31/08/2025

Start date: As soon as possible

Purpose of the role

Provide specialist knowledge and support to pupils with complex health and physical needs requiring medical and therapy interventions. Implement agreed health interventions including administering medication to individuals as defined by NHS Care Plans and Education, Health and Care Plans (EHCPs). Work in conjunction with other Education and Healthcare supervisors, Director Deputy and of Care and Wellbeing and NHS professionals.

The post holder will be a Moving and Handling Key Trainer

Key Accountabilities

Prime Objectives of the Post:

- As a lead practitioner, implement agreed health interventions including administering medication to individuals as defined by NHS Care Plans and Education, Health and Care Plans (EHCPs). As such the post holder will;
- Provide specialist knowledge and support to pupils with complex health and physical needs requiring medical and therapy interventions in line with school policies including but not limited to Supporting Pupils with Medical Conditions, Bare Below the Elbows and Infection Control.
- Work in conjunction with other Education and Healthcare supervisors, Director Deputy and of Care and Wellbeing and NHS professionals to assist staff in meeting pupil health/medical needs and advise staff on aspects of good practice in this specialist area.
- To ensure that all risks associated with healthcare delivery relevant to the school setting are assessed and managed effectively and that all incidents, accidents, safeguarding concerns and complaints are reported promptly following school policy and procedures as well as NHS.

- Manage and prepare resources as required.

Reporting, Supervision and Accountabilities

- To work under the instruction/guidance of teaching/senior staff and the supervision of your line manager.
- The post holder will be accountable for compliance with all school policies and procedures within the scope of the role e.g. raising safeguarding concerns at the earliest opportunity.
- Training and competency for delivering health interventions will be assessed, overseen and supervised by NHS professionals.

Supervisory/ Managerial Responsibilities

- Supporting, advising and general supervision of staff carrying out health interventions and therapy activities for pupils.
- To supervise students on work experience, trainees, and voluntary helpers with whom the post holder is working.
- Where necessary, raise a concern about a colleague's proficiency undertaking a health intervention with your line manager so that appropriate support, additional training and reassessment can be arranged as required.

Range of Decision Making

- To make decisions where appropriate within established working practices and procedures for all matters relating to;
 - the health, mobility, hygiene and wellbeing of the pupils,
 - the correct use and care of materials and specialist equipment and resources,
 - the conduct and behaviour of individual and small groups of pupils.

Assets & Materials

- Maintain the confidential nature of information relating to the school, its pupils, parents and carers in line with the school's Data Protection Policy.
- Design, lead and support the use of up-to-date records of all pupils' personal care and therapy risk assessments and plans, in conjunction with other members of staff and health professionals.
 - As a Moving & Handling Key Trainer, to lead the training of practitioners school-wide in order that they can effectively meet the needs of pupils' moving and handling plans.
 - As a Moving & Handling Key Trainer to assess and review the competency of practitioner school-wide in
 - Lead in the creation and contribute to the review of risk assessments and development of moving and handling care plans for all relevant pupils.
- Ensure the care of all equipment and materials related to health care and therapy provision e.g. slings and hoists within the school, in conjunction with other members of

staff and health professionals.

- Supervise the provision, use and storage of equipment and materials across the school to ensure availability and correct use of resources required by the pupil.
- Supervise the collection, storage, recording and disposal of medications to ensure compliance with school policy.

Range of Duties (specific duties)

Support for Pupils

- Assist with the implementation of individual pupils' Education Health and Care Plans (EHCPs), Behaviour Plans and NHS Care Plans – including meeting personal care, hygiene, therapy and health needs.
- The post holder will be required to deliver health interventions when trained and deemed competent to do so. This requirement will be based on pupil needs and the Bradford District Achievement agreed health interventions listed in Appendix 1. The post holder will also be required to generally supervise the delivery of health interventions appropriate to the role.
- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to services.
- This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
 - Coordinate the management of emergencies in line with school protocols.
 - Undertake and refresh First Aid training
 - Support the coordination of staff healthcare training.
 - Coordinate daily healthcare support to pupils.
 - Support the tracking and update of staff healthcare training.
 - Support pupils' entry to and exit from school and the safe and effective transport routines.
 - Check and maintain parental consents for any medical needs or medication.
 - Liaise with parents, carers and partner agencies with regards to pupil healthcare needs.
 - Support the daily moving and handling training and competency needs of staff.
 - Check and proof-read care plans obtained from partner agencies ensuring their accuracy and appropriately deal with any errors.
 - Support and coordinate visits from external healthcare professionals e.g dental and optical screening clinics.
 - Adopt the Co-op Ways of Being.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used under which the detailed routines are assumed to be included in the job description.

Staff should not refuse to undertake work, which is not specified on this form, but they should record what they consider to be additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Person Specification

Healthcare Supervisor- Education

Co-op Academy Southfield

App – Application form

SP – Selection process (which could include a range of exercises, including an interview)

Ref - Reference

	All attributes are essential, unless indicated below as 'desirable'	How identified
<p>Qualifications</p> <ul style="list-style-type: none"> • NVQ3 for Health and Social Care or Teaching Assistant or equivalent experience. • GCSE English and Mathematics (Grade C) or equivalent. • ICT qualifications relating to post e.g. Excel • Moving and Handling Key Trainer 	Desirable	App & SP for this section
<p>Experience</p> <ul style="list-style-type: none"> • Recent experience of working in a school or other organisation with children. • Experience of working with children and young people with special educational needs, including complex health and physical needs. • Experience and training in moving and handling. • Experience in a health or social care environment or provision. 	Desirable Desirable	App & SP for this section
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Evidence of previous personal development and commitment to own personal and professional development. • Training in safeguarding children. • Health and safety training as appropriate. • Trained in Child Protection. • Team Teach trained • Knowledge of the issues relating to pupils who 	Desirable Desirable	App & SP for this section

<ul style="list-style-type: none"> ● have complex health and physical needs. ● Knowledge of Health and Safety requirements. ● Trained in Health and Safety, including risk assessment ● Understanding of child development and learning ● Possess the physical abilities to undertaken the duties associated with the post. ● Ability to cope with requirements of the post, which will include working with pupils who have physical difficulties and may include working with pupils who have emotional and behavioural difficulties ● Working with pupils who have physical ● difficulties, it is a core component of the job for the post holder to be capable of moving and handling pupils, within school policies and practices, and to participate in the pool area during hydrotherapy sessions. ● It is a core component of the role for the post holder to be willing and capable of meeting the hygiene and personal care needs of pupils within school policies and practices. ● Understanding of team roles and responsibilities ● Good organisational skills. ● Ability to record, report and interpret information. ● Ability to use relevant equipment/resources. ● Ability to undertake risk assessments relevant to the post e.g. ensuring appropriate health and therapy support for pupils on school trips. ● Ability to create and maintain up-to-date records, prepared in conjunction with health professionals of all personal care, health and therapy plans. 	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● Ability to relate well to pupils and adults, being sensitive to needs. ● Ability to share expertise, knowledge and experience. ● Ability to work as part of a team to deliver the delivery of health and therapy interventions. ● Constantly improve own practice/knowledge and learning from others. ● Ability to remain calm under pressure. ● Good co-operative, interpersonal and listening skills. ● Flexible and willingness to accept change ● Mental resilience to meet demands of role ● Approachable, courteous and able to present a positive image of the school. ● Mental resilience to meet demands of the role. ● Approachable, courteous and able to present a positive image of the school. 		<p>App & SP for this section</p>

This post is subject to an enhanced DBS check. Individuals offered a role will have an enhanced DBS check including a children's barred list check and if we deem necessary, candidates may also have an adult-barred-list check/ adult DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.

How to apply

To apply please complete the TES application form on the TES recruitment portal. Completed applications should be submitted via the TES recruitment portal <https://www.tes.com/jobs>

Should you have any questions in regards to this role, or would like an informal discussion please contact Human Resources in the first instance via email to:

sthf-recruit@coopacademies.co.uk

The link to the Healthcare Supervisor - Education application process can be found on <https://www.tes.com/jobs>

For more information about Co-op Academy Southfield, please visit <https://www.southfield.coopacademies.co.uk/>

For more information about the Trust, please visit

www.coopacademies.co.uk

Interview timetable

Shortlisting will take place: Tuesday 9th July 2024

Interviews will take place: Monday, 15th July 2024

Co-op Academy Southfield,
Haycliffe Lane, Bradford, BD5 9ET

southfield.coopacademies.co.uk

Telephone: 01274 779662

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.