



Elms Bank
School & College



Personal Care Assistant - Part Time

Candidate Pack



Part of the

Oak



Learning Partnership

Personal Care Assistant - Part Time

Welcome from the Headteacher

Dear Candidate,

Welcome to Elms Bank! Thank you for your interest in joining our amazing staff team and for taking the time to read about our wonderful school.

Elms Bank is an extraordinary place. Visitors comment on our welcoming atmosphere, happy and successful pupils and our supportive and warm staff team. Our vision is "Excellence for All", and we truly mean that; we are equally committed to both the outcomes of our learners and the professional development and wellbeing of our staff. We are very proud to have continuously maintained an Outstanding Ofsted judgement and were delighted with our latest inspection report in September 2023, which you can read on our website.

Elms Bank is a school with a real sense of community. Our students all have EHCPs and their needs vary hugely. They join one of our five, highly personalised Pathways when they come to us and receive a bespoke education that meets their needs and helps them to achieve their potential. We are incredibly proud of them and celebrate their achievements and successes widely. We use innovative and aspirational strategies to increase their resilience and confidence, to ensure their lives are enriched both now and into adulthood.

We believe that at the heart of a student's success is exceptional teaching, learning and pastoral care. We pride ourselves on our overwhelming sense of family and community, where every staff member leads with integrity and compassion to achieve 'Excellence for All'. Our students are happy and safe and love coming to school.



Personal Care Assistant - Part Time

Welcome from the Headteacher

We are looking for a highly motivated and dedicated Personal Care Assistant who is enthusiastic about making a difference and helping young people with complex needs overcome their barriers to learning.

As a Personal Care Assistant, you will offer lunchtime support to the pupils, following eating programmes written by the Speech and Language therapists. Personal Care Assistants also assist with pupils who need support to change for hydrotherapy.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you. In return, we offer you clear career pathways, excellent opportunities for professional development both in the school and the wider Trust and commitment to promoting your wellbeing at work. We fully recognise that our staff are our greatest asset, and we work hard to support them.

We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

If you would like to know more, we would be delighted to welcome you to our school. Visits prior to application are both welcomed and encouraged. Please contact the school on **0161 766 1597** or by e-mailing **enquiries@elmsbank.oaklp.co.uk** to arrange an appointment.

We look forward to receiving your application. Please visit our school website for further information. **www.elmsbank.co.uk**

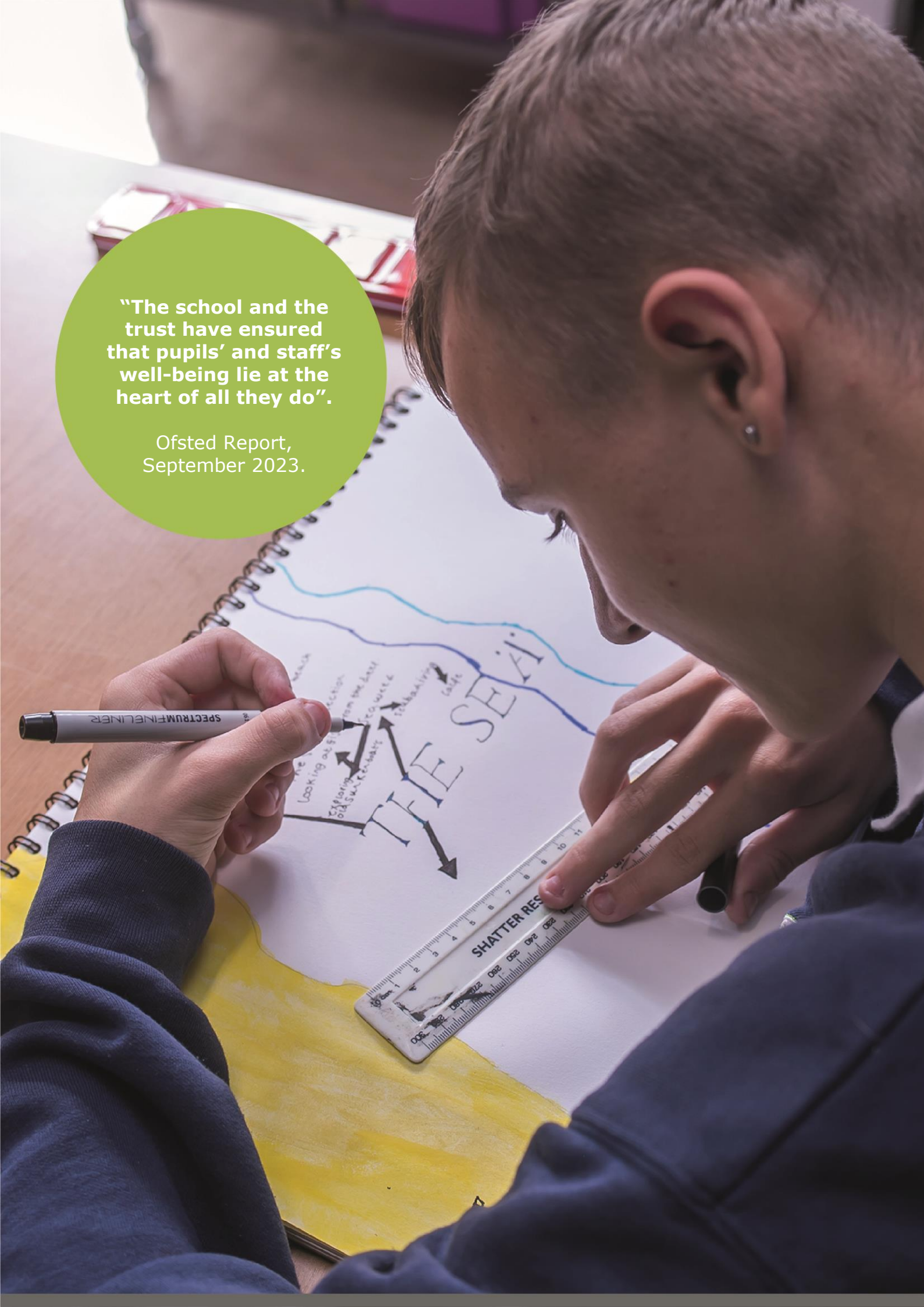
Gemma Parkes

Headteacher at Elms Bank School and College



"The school and the trust have ensured that pupils' and staff's well-being lie at the heart of all they do".

Ofsted Report,
September 2023.



Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Elms Bank 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

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk





"Pupils enjoy an abundance of rich and exciting opportunities at the school. The school includes and values every pupil. There is a 'can-do' culture where staff ensure that pupils, no matter what their special educational needs and/or disabilities are, take a full and active part in school life."

Ofsted Report,
September 2023

Personal Care Assistant - Part Time

Salary: Grade 4, SCP 3, actual salary £13,191 per annum

Hours: 25 hours per week, term time only

Closing Date: 9.00 am, Tuesday 17th September 2024

Job Description

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

Normal working hours: Monday to Friday 09.45 am to 3.15 pm

Responsible to: Responsible to: Class Teacher

PURPOSE OF THE POST

- To work under the direct instruction of teaching/senior staff, usually out of the classroom or elsewhere as deemed appropriate to job role.
- To support pupils to access learning as required.
- To support in providing high quality personal care for students who need assistance.
- To support pupils with eating and drinking programmes.
- To facilitate engaging lunchtime activities.
- To support pupils to change and access the hydrotherapy pool.

DUTIES AND RESPONSIBILITIES

Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including communication, social, health, physical, hygiene, and first aid.
- Supervise and support pupils ensuring their safety.
- Establish good working relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in teacher led activities.
- Encourage pupils to act independently as appropriate.
- Ensure hygiene areas are kept stocked, and clean and tidy throughout the day.

- Follow behaviour management and positive handling plans.
- Follow moving and handling training plans.
- Follow Speech and Language feeding programmes.
- To use Team Teach de-escalation strategies in a highly effective manner.
- To use Team Teach positive handling appropriately in line with training.

Support for the Teacher

- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

Support for the Curriculum

- Support pupils to understand instructions.
- Support pupils in respect of personal programmes as directed by the teacher.
- Prepare and maintain equipment and resources as directed and assist pupils in their use.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall visions, values and aims of the school.
- Appreciate and support the role of other professionals to best meet the needs of the pupils.
- Attend relevant meetings as required.
- Participate in training and other professional development opportunities.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- We expect all staff at Elms Bank to share our core values.

Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

Personal Care Assistant Person Specification

CRITERIA

Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:

ESSENTIAL

- Willingness to participate in relevant training to undertake the role to a high standard.
- Willingness to complete Manual Handling Training, Team Teach Behaviour Management and Physical Intervention course, and other courses/training as required.

CRITERIA

Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:

ESSENTIAL

- Ability to ensure that pupils' care needs are met with dignity and respect.
- Ability to work effectively within a team environment, understanding supervision roles and responsibilities.
- Ability to build effective working relationships with all pupils and colleagues.
- Ability to promote a positive ethos and role model (high expectations of dignity and courtesy) when working across school to attend to pupils' care needs.
- Ability to work with children at all levels regardless of specific individual needs and identify learning styles as appropriate.
- Ability to adapt own approach in accordance with pupil needs.
- Ability to use basic technology.

CRITERIA

Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

ESSENTIAL

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and commitment to raising their educational achievements.
- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.
- Demonstrate and promote the positive values, attitudes and behavior they expect from the pupils with whom they work.
- Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.
- Establish constructive relationships with parents and carers if necessary.
- Able to improve their own practice through training observations, evaluations and discussion with colleagues.
- Able to follow written and verbal guidance to keep pupils safe e.g. physio and SALT programmes.

isions

Resilience



“The school makes sure it considers the workload and well-being of staff when it makes decisions or introduces change. Staff feel valued and well supported to carry out their roles effectively.

Ofsted Report, September
2023



Elms Bank
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Whitefield
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