



# Personal Care Assistant Candidate Pack



Please visit our school website for further information.  
<https://www.elmsbank.co.uk/>

# Welcome from the Headteacher

Dear Candidate,

**Welcome to Elms Bank! Thank you for taking the time to read about our wonderful school and your interest in working as part of our amazing staff team. We are highly committed to staff development and pride ourselves on having clear career pathways and opportunities for all staff at Elms Bank and across the Trust. We are looking for individuals who are enthusiastic about making a difference, can think creatively and continually reflect on how to improve outcomes for young people.**

Elms Bank is a school with a real sense of community! 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.

Our Vision – is ‘Excellence for All’. Elms Bank offers a holistic provision. Our students’ achievements and successes are celebrated widely. We use innovative and **aspirational** strategies to increase student’s **resilience** and confidence to overcome barriers to ensure their lives are enriched both now and into adulthood. We believe that at the heart of a student’s personalised 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’.

Orienne Langley-Sadler

**Headteacher at Elms Bank School**





A young man with short brown hair and black-rimmed glasses is speaking into a black microphone. He is wearing a dark blue school suit jacket over a white collared shirt and a blue and white striped tie. A small name tag is visible on his jacket. The background is slightly blurred, showing other students in school uniforms. A green circular graphic contains a quote and a title.

**"I really enjoy  
working at Elms Bank.  
Everyone is valued and we  
are part of a collaborative  
community that brings  
people together. I could  
not think of a better place  
to work."**

Teaching Assistant at  
Elms Bank

# Personal Care Assistant

**Salary:** Grade 4, SCP 3, actual salary £12,020 per annum

**Hours:** 25 hours per week, term time only

**Closing Date:** 9.00am, Monday 5<sup>th</sup> December 2022

## Required for as soon as possible

The Trust are seeking to appoint a highly motivated and enthusiastic Personal Care Assistant who can join a team of skilled professionals working with a range of complex needs including profound and multiple learning difficulties and autism.

This rewarding work is to support pupils with special educational needs working under the direct instruction of teaching and senior staff to assist with the personal care needs of pupils.

The successful candidate will, on occasion, support pupils' learning and provide general support to the teacher in the management of pupils and the classroom. 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 are also to assist with pupils who need support to change for hydrotherapy.

It is desirable that the successful candidate will have experience of attending to the personal care needs of vulnerable children or adults.

Several of our support staff have gone on to develop their career and are now working as Teaching Assistants in the classroom. This is an ideal opportunity for any interested parties wishing to start a career in special education.

Please ensure that you meet the person specification before applying as applicants must have the relevant qualifications and experience and be willing to undertake training relevant to the post.

You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond.





# How to Apply

## Overview of Role - Support Staff

### Overview of Job/Role from Headteacher

Support staff are the fundamental backbone of Elms Bank School and College. Our support staff are widely celebrated and are recognised as being an integral part of the wider staff team by everyone at Elms Bank. Clear line management exists within Elms Bank, and across the Trust, so that everyone who works in a support staff role feels supported and invested in. Many of our support staff have gone on to progress in their careers in various roles across Elms Bank and the Trust.

If you feel you can be part of an innovative team, where individuals matter, and qualities of integrity, resilience, reflective practice and teamwork are truly important, then we would be really looking forward to receiving an application from you.

**Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.**

We are 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 and civil partnerships.


Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Please do not send CVs. Applications should be sent to:**

**[recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk)** For the Attention of, Mrs Langley-Sadler







**"The school has highly effective systems for managing students' behaviour. The systematic approach, consistent use of the behaviour policy and skilled behaviour management result in students with more challenging behaviour making exceptional progress in gaining self-control and re-engaging with learning within a very short space of time."**

Ofsted 2014

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## Job Description

**Normal place of work:** Elms Bank School and Elms Bank College Hub, although you may be required to work at any other school within the Trust.

**Normal working hours:** The post is 25 hours per week term time only

Monday – Friday, 9:45am – 3:15pm

**Responsible to:** Lead Teacher for Thrive and 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 social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- 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 led by following communication profiles.
- Encourage pupils to act independently as appropriate.
- Follow behaviour management and positive handling plans.

- Follow moving and handling training plans.
- Follow Speech and Language feeding programmes.

### **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 ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- 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.



# Personal 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>	
<ul style="list-style-type: none"> <li>• Willingness to participate in relevant training to undertake the role to a high standard.</li> <li>• Training in literacy/numeracy strategy and/or willingness to undertake training.</li> <li>• Willingness to complete Manual Handling Training, Team Teach Behaviour Management and Physical Intervention course, and other courses/training as required.</li> </ul>	
<b>CRITERIA</b>	<b>Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following skills and knowledge:
<b>ESSENTIAL</b>	
<ul style="list-style-type: none"> <li>• Ability to ensure that pupils' care needs are met with dignity and respect.</li> <li>• Ability to work effectively within a team environment, understanding supervision roles and responsibilities.</li> <li>• Ability to build effective working relationships with all pupils and colleagues.</li> <li>• 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.</li> <li>• Ability to work with children at all levels regardless of specific individual needs and identify learning styles as appropriate.</li> <li>• Ability to adapt own approach in accordance with pupil needs.</li> <li>• Ability to use basic technology.</li> </ul>	
<b>CRITERIA</b>	<b>Work Related Circumstances – Professional Values and Practices</b>
<b>ESSENTIAL</b>	
<ul style="list-style-type: none"> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and commitment to raising their educational achievements.</li> <li>• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.</li> <li>• Demonstrate and promote the positive values, attitudes and behavior they expect from the pupils with whom they work.</li> <li>• Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.</li> <li>• Establish constructive relationships with parents and carers if necessary.</li> <li>• Able to improve their own practice through training observations, evaluations and discussion with colleagues.</li> <li>• Able to follow written and verbal guidance to keep pupils safe e.g. physio and SALT programmes.</li> </ul>	



Aspiration



Integrity



Resilience

# Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Oak Learning Partnership.

Our trust is a cross phase partnership which consists of primary, special and secondary schools. We have a vision to create a family of world-class schools who transform the lives of young people. The shared principles of our schools have aligned ways of working whilst still retaining their individuality. We are ambitious, supportive of one another and we look to achieve excellence in inclusive education. 'Inclusion is at the heart of our trust'.

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.

One of our shared principles is '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 with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we are a values driven organisation and we are passionate about doing things in the right way with deep integrity.

If you want to make a difference to young people, want to work in a values driven environment, and this role applies to you, we would love to hear from you.

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





# Schools within our Trust

Find out more on our website: <https://oaklp.co.uk/our-schools/>

**Oak Learning Partnership is a recently-established Trust of schools which currently comprises of a primary, secondary and special school in Bury, Greater Manchester. We are an educational charity which exists to advance education. As a Trust, Oak Learning Partnership is one single organisation to which all our schools belong, and all staff in our individual schools and our central team work for the Trust as a single entity.**

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it's imperative to us that each school has its own individuality and autonomy and we are very keen for schools to be managed by their own leadership team and staff. The Trust's central team is made up of both business and educational professionals, and their role is to support schools to be the best they can be. We are passionate about being part of a family of schools and know the benefits this brings to young people, staff and communities.


Our Trust is committed to improving the life chances of children and young people through the delivery of an excellent, well-rounded education. At Oak we live and breathe inclusion; this is at the heart of our ethos and we aim for it to be a golden thread of strong practice which links all of schools together. Our core values of Aspiration, Resilience, and Integrity drive everything we do.



**Unsworth Primary School** is a 'family' school with the motto 'Together We Build Understanding.' The five chosen values of happiness, honesty, friendship, respect and learning are at the heart of developing children's social and academic understanding and ensuring that they enjoy making progress together.

**Hazel Wood High School** is driven by the core values of Pride, Respect and Aspiration. Pupils are members of a very inclusive school community which offers them the opportunity and encouragement to aim high and excel.

**Elms Bank** is a generic secondary special school for pupils aged between 11 and 19 years old. Elms Bank works in partnership with many other agencies to ensure that the specific needs of each pupil are met so that they can grow in confidence both socially and academically.



**"Our Trust is a really supportive and friendly place to work. Whilst crossing from site to site I get a strong feeling that we are a Trust of schools working with and for each other."**

Member of our Trust  
Estates and Facilities  
staff



At Oak Learning Partnership, we value our staff highly and recognise their contribution with a series of benefits and incentives.

Find out more on our website: <https://oaklp.co.uk/>

# Staff Benefits



## CPD Opportunities

We are committed to helping our staff keep their skills and knowledge up to date.



## Tech Scheme

Tech scheme through [techscheme.co.uk](https://techscheme.co.uk)



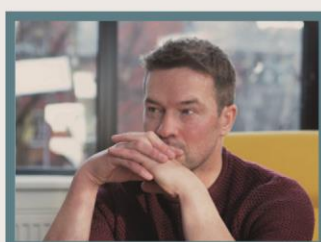
## Cycle Scheme

Cycle scheme through [cyclescheme.co.uk](https://cyclescheme.co.uk).



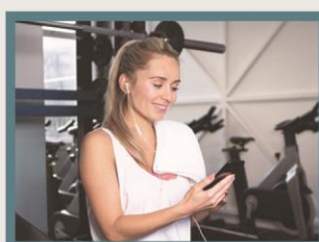
## Medicash Health Cash Plan

An easy-to-use health insurance package provided by Oak Learning Partnership.



## Medicash Wellbeing Services

Oak Learning Partnership values staff wellbeing and offers comprehensive and positive resources for staff.



## Medicash Gym and Health Club Discounts

Oak Learning Partnership supports an active and healthy lifestyle for our staff.



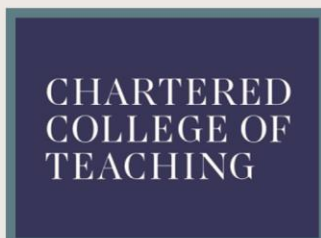
## Medicash Extras

Exclusive discounts available on shopping, travel, entertainment, and more.



## On Site Parking

On site parking is available for staff with level access to the building.



## Chartered Membership

All teaching staff can subscribe to The Chartered College of Teachers through the Oak Learning Partnership.



## Childcare Voucher Scheme

Salary sacrifice childcare voucher scheme With KiddiVouchers.



**Elms Bank**  
School & College

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Whitefield  
Manchester  
M45 8PJ

0161 553 0030

[recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk)

[www.elmsbank.co.uk](http://www.elmsbank.co.uk)



Part of the

**Oak**   
Learning Partnership