

Pupil Support Assistant

ROLE INFORMATION PACK

Department	Across all departments
Place of Work	Severndale Academy (Monkmoor)
Application deadline	9am - Friday 2 nd October
Enquiries to	recruitment.severndale@lct.education
Applications to	recruitment.severndale@lct.education



Introduction and welcome

Thank you for your interest in the Pupil Support Assistant role at the Learning Community Trust, based at Severndale Academy.

This is an exciting time to join our local, community-focused trust. The trust recognises the importance of enabling communication, independence, and enjoyment for life of all our learners. This role is a vital part of our journey to develop, improve and support our education services across the trust. As a key position, this role will support the personal needs of the learners throughout the day, including assisting with their personal welfare and the feeding of learners across the academy.

The role will work closely with learners and staff across the school and be line managed by the lead pupil support assistant who will support and work with pupil support assistants to ensure the learners personal care needs are met in a compassionate, hygienic and dignified way. On a day-to-day basis, the role will work closely with the academy's leadership team to ensure the care is meeting their needs for our core business of educating young people.

It is vital that the potential candidate has a can-do attitude and is committed to their own personal development in an ever-changing landscape of education. I am confident that the successful candidate will find tremendous support within the Learning Community Trust, where collaboration, innovation and continuous improvement are fundamental principles – ensuring that we offer the best service and experience to our young people in Telford and Shropshire.

Best wishes,
Lucy Lee
Executive Principal



About the trust

The Learning Community Trust is a multi-academy trust which spans education for children and young people from the age of 2 years old through to 16 years old, and up to 25 years old in our specialist settings. We have an excellent reputation both regionally and nationally and are proud to place our young people, staff and families at the heart of everything we do. We want our young people to thrive, enjoy school, and understand the importance of respect for others.

The Learning Community Trust exists because we have a commitment and passion for providing great academies for our communities. We acknowledge and celebrate the distinctness and individuality of each academy's community; we celebrate equality, diversity, inclusivity and individuality because we believe that we have far more in common than that which divides us.

The trust academies span across the education sector, with primaries, secondaries, and specialist academies. This means we are responsible for thousands of young people and staff across our campuses; we take that responsibility very seriously. Each academy is individual and has its own distinctive ethos. However, we all share the same Learning Community Trust value, to support all our young people to ensure that – regardless of their background or starting point – they can achieve exceptional educational outcomes.

Our absolute focus is to provide the highest quality of education and pastoral care in our academies, developing compassionate, caring, humble and inspirational young people who can thrive within an ever-changing global community.

Staff members across our trust benefit from a broad spectrum of training opportunities, including nationally recognised development programs, all tailored to support the specific needs of our academies and their personnel. Whether you are beginning your journey in education or are an experienced leader, we are here to ensure you reach your fullest potential.



Our Mission

Delivering an inclusive, compelling and transformative education that empowers young people, both in the classroom and beyond, preparing them for the rapidly changing world ahead.

Our Vision

Developing compassionate, resilient and inspirational young people who can thrive within an ever-changing global community.

Our Values

A trust with heart

Successful young people

Never leave a child behind

Learning for all

Thriving community

Respect for all

Together we are stronger

Coping with the challenges of life

About Severndale Academy

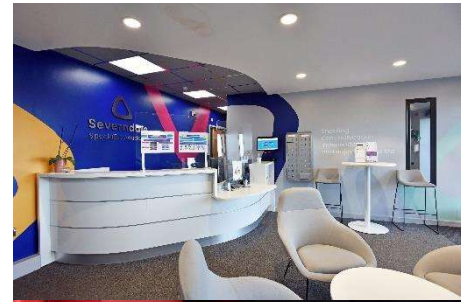
Severndale Academy is a large special school which is part of the Learning Community Trust, a multi-academy trust working across Shropshire and Telford.

Our provision is split across three sites, including our main Monkmoor site, our satellite provision working within the Mary Webb mainstream secondary school and also our 16-25 provision based at Shrewsbury College called Futures. Please take some time to look through the various parts of the website for more information.

Our children and young people are aged 2.5 to 25 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioural difficulties arising from their condition; many have communication difficulties.

Our curriculum after the Foundation Stage (EYFS to Year 2) is arranged into Pathways 1, 2 and 3 to enable us to further tailor the curriculum to the strengths and needs of our learners. Please see our Curriculum page for further information.

Our vision is to ensure that the needs of all of our young people are 'truly met' and that we ensure learners leave Severndale being as independent as they can be and are also ready to access 'life beyond the school'. We focus on developing quality interactions, relationships and supporting positive communication, as well as providing high-quality learning experiences in a dynamic, creative, enjoyable and safe environment.



In essence... enabling communication, independence, and enjoyment for life.



Pupil Support Assistant

ROLE PROFILE

Overview

Our Personal Support Assistants are a key part of the support team at Severndale, enabling our learners' personal care needs to be met in a compassionate, hygienic and dignified way, so that they are clean, comfortable, happy and ready to learn in their classrooms. We want our learners to be as independent as possible, working to toilet train where their needs allow. Our PSAs are part of a team, who work together effectively to provide care across the academy, with each PSA usually allocated to a small number of classes, often working with a partner, managed by our Lead PSA.

The successful candidate will effectively support the personal care needs of learners, with 25 hours worked from 09:30 to 14:30. Although we are currently recruiting aimed at Monkmoor campus, you may be expected to work at either Monkmoor (Shrewsbury) or Futures (Shrewsbury College, London Road) depending on the needs of learners.

As part of the Pupil Support Assistant role over lunchtimes you will assist learners with play, welfare and feeding of an individual or small group of learners. This will involve accessing training to support learners with different eating and drinking needs.

The Pupil Support Assistant will be responsible for:

Support for Learners

- Attend to learners' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support learners, ensuring their safety and access to learning
- Establish constructive relationships with learners and interact with them according to individual needs
- Promote the inclusion and acceptance of all learners
- Encourage learners to interact with others, and engage in activities led by the teacher
- Encourage learners to act independently as appropriate
- Use of manual handling techniques to support learner's physical transfers, including hoisting when trained.
- Maintain personal, pupil and environmental hygiene practices

Support for the Teacher

- Ensure the timely and accurate preparation of routine equipment/materials as set out in instructions
- Be aware of learner problems / progress / achievements, and report to the teacher as agreed
- Undertake pupil record keeping as directed for personal needs
- Support the teacher in managing learner behavior, reporting difficulties as appropriate

Support for the Curriculum

- Support learners in understanding instructions / routines
- Support learners in using basic ICT as directed
- Prepare and maintain equipment / resources as directed by the teacher, and assist learners in their use
- Monitor and arrange the orderly and secure storage of stock and supplies

Support for the School

- Be aware of and comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure that learners have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the academy
- Facilitate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of learners out of lesson times, including lunchtimes

Midday Care Responsibilities

- Participate in play activities, whilst learners are in recreation time
- To feed learners following plans and procedures where necessary
- To provide intimate care for children under the direction of classroom staff
- To be flexible and understanding within the working environment

Reporting

- Responsible to the Class Teacher, Department Lead, Assistant Principal and ultimately the principal

Skills Required:

- Ability to build good relationships with children, staff and parents
- Excellent verbal communication
- Excellent listening skills
- Organisational skills
- Positive whilst working under pressure
- Ability to effectively use manual handling techniques including hoisting (when trained).

You should be an energetic, enthusiastic and committed professional who is flexible and reliable and able to work on your own initiative, with the ability to establish effective working relationships at all levels, particularly as a member of a team. You should have the relevant skills and personal qualities such as being dynamic and proactive to undertake the range of duties and the ability to work accurately and consistently.

Conditions of Service

To provide for the education and welfare of learners in accordance with the requirements of the Conditions of Employment for school support staff. Having due regard to the schools' aims and objectives and to adhere to the policies and procedures adopted by the Governors of the academy.

Person specification

Attributes	Essential	Desirable	How It's Assessed
Qualifications	Standard level of education	5 GCSE's or equivalent - NVQ level 2 or 3 in Support for Learning or equivalent	A
Work experience and desired vocational training	- Ability to provide support with play, welfare and feeding of pupils and students - Experience of providing personal hygiene care - Experience Of working with children or vulnerable adults - Ability to support frequent manual handling including hoisting (when trained	- Experience with working in an educational setting or relevant environment - Some knowledge of classroom administration	A, I, R
Knowledge and understanding		Experience feeding pupils by following plans and procedures.	A,I
Skills and abilities	- Good communication skills - Ability to relate to young people, staff and parents - Ability to priorities tasks - Ability to work as part of a team		A,I,R
Personal qualities	- Ability to work in an organised manner - Ability to build relationship - Ability to work efficiently - Self-motivated, enthusiastic and reflective - Flexible and reliable		A,I,R
Method of Assessment: (A) Application form (I) Interview (R)references			

Important

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, children's barred and adult's barred list check and, where applicable, a prohibition from teaching check. An online social media check will be undertaken for all shortlisted candidates prior to interview. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the Ministry of Justice website [Ministry of Justice – GOV.UK](https://www.gov.uk/government/organisations/ministry-of-justice) Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English. It is an offence to apply if barred from engaging in regulated activity relevant to children. Any offer of employment is subject to medical fitness, satisfactory references, right to work in the UK, satisfactory online checks and an Enhanced DBS check. Applicants must have current right to work visa status; this role does not support visa applications. CVs will not be accepted.

We are committed to Equality, Diversity and Inclusion and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education (KCSiE).

For more information regarding our schools commitment to Safeguarding, please see our website for our school policies - [Policies and Public Documents | Severndale Academy](#)

Role details

Department	Pupil Support
Place of work	Severndale Academy
Reporting to	Lead Pupil Support Assistant
Tenure	Permanent, Term Time Plus 5 PD days
Hours	25 hours per week. 9.30am – 2.30pm
Salary	LCT Scale 2 (SP 3-4) From: £13.45 or £15,014