

# Recruitment Pack

Welfare Assistant



# Overview

Thank you for your interest in our Welfare Assistant role at West Lea School.

## Purpose of the role

**The welfare and care of our pupils is everyone's responsibility. The Welfare Assistant plays a 'key role' in ensuring that learners receive care, as stated in their care plan and individual needs.**

As a welfare professional at the campus, you will provide effective and efficient daily support, advice, carry out care and daily medical procedures, including, administration of medication and risk management in line with agreed care plans.

We take a 'teach a person to fish' approach and expect the Welfare Assistant to be a credible expert in their field who is generous with their knowledge and expertise, and keen to upskill their colleagues regarding medical, physio and OT procedures so that collectively they can make a bigger impact.

## Key relationships

**You'll be self-directing and happy to take responsible initiative under the direction of the Senior Welfare Assistant and Medical and Welfare Lead.**

You will be line managed by the Senior Welfare Assistant at your campus and will sit within the Pastoral Team. You will be joining a team of professionals and will have opportunities to work collaboratively across the school.

You'll have specialist help on hand from external partners including the school nursing team and other NHS professionals.

This is a hands-on role in a fast-paced environment. You'll be equally happy planning, getting stuff done and liaising with colleagues, parents and carers and working with children and young people.

## Who it would suit

**You may be a couple of years into your career and looking for more responsibility in a varied role where you can develop your skillset and deepen your experience of working with children, young people and adults with a range of complex medical and special educational needs.**

Or you may be an experienced care worker who is looking for a rewarding role in a school with a fantastic values-based culture, flexible structure and firm commitment to your continued personal and professional development (Learning for Life is a core value).

Either way, we're looking for a dynamic, organised, reflective and caring person who is passionate about bringing the vision of the school and the trust to life and who thrives in a key and busy role.

You'll be especially good and knowledgeable with medical procedures and conditions, specifically seizure management, anaphylaxis, asthma, enteral feeding and gastronomy care. You'll also have the skills to identify and recognise an unwell child and the level of medical urgency, including administering first aid as required liaising with health professionals.

Whilst experience in a similar role in a school setting is desirable, it isn't essential. We welcome applications from people with a wide range of backgrounds and we're looking for someone who shares our values and beliefs.

# Pay & benefits

This is a full time, permanent position paying £24,542 - £25,987 per annum inc (NJC Outer London Scale 4, Scale point 7 to 11), 35 hours per week, 39 weeks per year (Term Time plus INSET Days)

We also have an attractive employee benefits package, including:

- Pension scheme with 19.01% employer contributions
- Opportunity for flexible work hours
- Supportive learning culture with funded continuous professional development (CPD)
- Paid membership of professional body (either CIM, CIPR or IoC)
- Professional networking opportunities
- Employee Assistance Programme (EAP)
- Opportunity to make your mark in a highly rewarding and meaningful role

## How to apply

**Visits to see us in action are warmly welcomed and encouraged.**

To apply, please visit our website [www.westleaschool.co.uk](http://www.westleaschool.co.uk) and click on vacancies.

The deadline for applications is Friday 14<sup>th</sup> February 2025, 12pm. Applications will be reviewed in the order they are received and candidates will be contacted as soon as possible. We reserve the right to close the vacancy early.

Interviews are planned to be held w/c 28<sup>th</sup> February 2025.

We're committed to safeguarding and promoting the welfare of children and young people. All our employees are subject to full Disclosure and Barring Service (DBS) checks, and we need proof of ID, medical clearance and right to work in the UK.

If you require the pack in a different format or there's anything we can do to help, please email [people.team@westleaschool.co.uk](mailto:people.team@westleaschool.co.uk)

**We look forward to hearing from you.**

# Key facts about our school

**Based in the borough of Enfield, we provide education to children and young adults with special educational needs and disabilities, from the ages of 4 to 25.**

We pride ourselves on creating an inclusive environment where everyone feels welcome. Our four campuses – Meridian, Haselbury, Learning for Life and Horizon – serve nearly 450 learners and are home to 220 employees.

A strong community that works together with the common goal of helping each other to flourish, our learners leave equipped with a 'suitcase of skills' that help them to progress onto further education and work.

We're a disability confident employer that's Investors in People accredited, with firmly held values placed at our core.

- Our origins are humble. We opened in 1938 as an open-air school for 'delicate' children
- Our modern-day growth journey began in 2014, starting with 80 learners on a single site
- We now cater for students with a range of complex special educational needs and disabilities
- We've grown rapidly in response to increased demand across the borough of Enfield
- Our four campuses serve nearly 450 learners aged 4 to 19 and 25 learners aged 19 to 25
- Throughout their journey, learners develop vital life skills as well as achieve academically
- We actively prepare learners for adulthood, further education and the workplace
- Our provision includes the Attendance Support Service (ASU), Home Tuition Service and a post 16 bridging programme that enables learners to go to a local college
- Our Travel Training Programme enables many learners to travel confidently and independently
- Learners gain work experience with local employers and through our partnership with the Learning for Life Charity (LFLC)
- Our Supported Internship Programme gives young people aged 16 to 25 an opportunity to work
- 80% of our interns get jobs and 90% retain them
- We're a founder member of the Enterprise Cooperative Trust in Enfield borough

# Our why, what and how

In September 2021, we developed our strategic framework. It's a simple picture of a school with a roof, four pillars and foundations.

Our strategic framework describes why we exist, what we're here to do and how we're going to do it. It's a roadmap that helps us to make the right decisions.

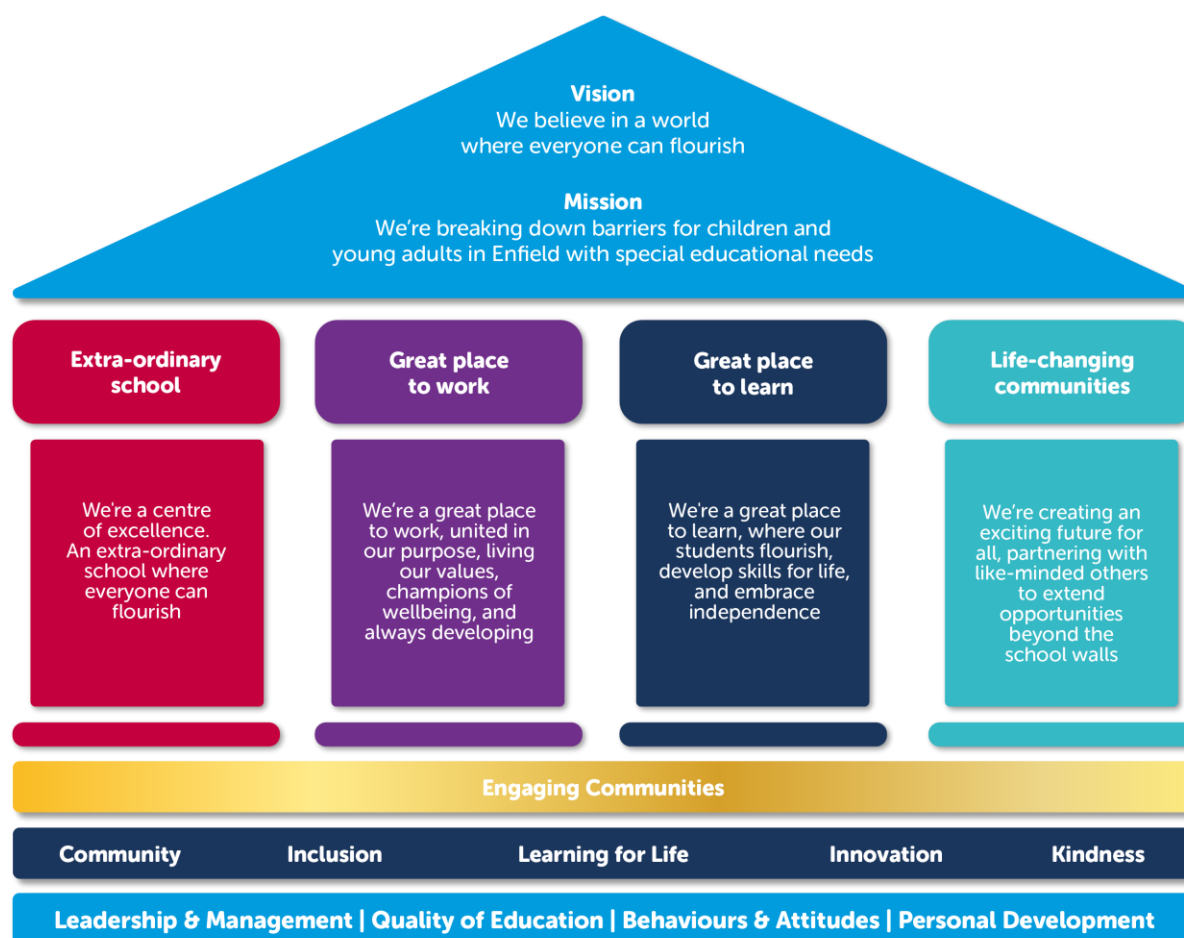
It's a useful model that sets out our long-term, high-level school development plan on a page, which we'll be working on for many years to come.

Our vision, mission and values guide, inspire and unite us. Our vision sits at the top and explains the world we believe in; a world where everyone can flourish.

Our mission sits directly beneath it and describes what all West Lea employees are committed to doing every day, which is breaking down barriers for the learners in our care.

The average person spends 99,117 hours of their life at work (Gallup, 2022). We believe that a good life is one where you spend this time doing something fulfilling and making a real difference to people's lives. That's what West Lea is all about.

It feels great knowing that what we do each day is helping our people, learners and families to flourish.



# Vision, mission and values

Our vision, mission and values guide, inspire and unite us.

## OUR VISION

We believe in a world where everyone can flourish.

## OUR MISSION

We're breaking down barriers for children and young adults in Enfield with special educational needs.

## OUR VALUES

### Learning for Life

Helping learners succeed beyond the classroom, both now and in the future. Equipping them to overcome challenges and embrace opportunities by developing skills, confidence and independence. Preparing them for adulthood, further education and the workplace.

### Community

Creating a united and supportive environment where we're one big family working together so everyone can flourish. Reaching into the local community to provide opportunities for learners beyond the school gates.

### Inclusion

Creating a place where everyone is welcome, where no one feels isolated or alone and opportunities are open to all. Teaching, inspiring and supporting learners to play an active role in home, school and community life.

### Innovation

Helping learners to reach for the stars, overcome challenges and break down barriers. Ensuring educators, employers, parents and carers think differently, positively and creatively to see beyond the present and embrace new possibilities.

### Kindness

Making kindness our default setting, recognising its power to boost someone's day or change their life. Encouraging learners to be kind and compassionate to themselves and others in a world that may otherwise judge and exclude.

community  
inclusion  
learning for life  
innovation kindness

# Beyond the classroom

We're an outward looking and 'extra' ordinary school.

We actively look to learn from and partner with likeminded people and organisations both across and beyond the Enfield borough, recognising that this will help us to realise our vision of a world where everyone can flourish and our ambition of creating life-changing opportunities for our learners and their families.

Whilst our curriculum is broad and aspirational, we want to do more to break down barriers by extending our reach beyond the traditional classroom. This ambition led to the birth of the Enterprise Cooperative Trust (ECT) and the Learning for Life Charity (LFLC), which are important partners to the school.

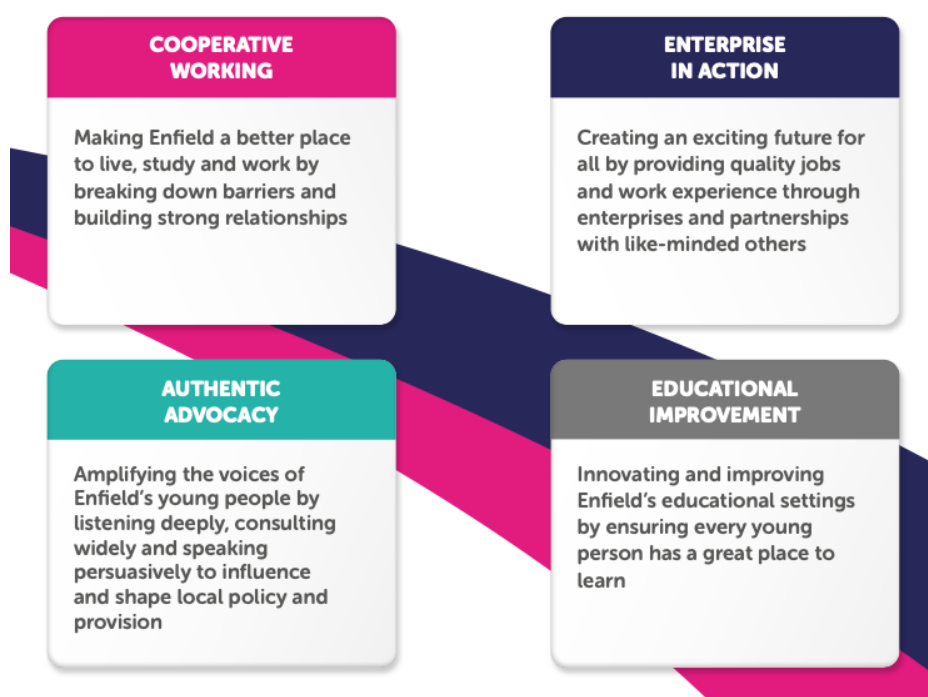
## THE ENTERPRISE COOPERATIVE TRUST (ECT)

A not-for-profit cooperative, the ECT launched in June 2022.

Together, like-minded partners from education, charities, community interest groups, business and local government address key problems in the Enfield borough.

The brainchild of West Lea leaders and local charity partners, the ECT aims to use partnerships and projects to raise standards in local schools and create life-changing opportunities for young people who face significant challenges.

Being a member of the ECT enables us to look at education in a different and collaborative way. The trust has aims in four key areas:





## THE LEARNING FOR LIFE CHARITY

Founded in 2014 to expand and build upon the life and work skills training provided at West Lea, the LFLC is a partnership between our school and the local community.

Through its social enterprises and projects, LFLC offers an alternative setting in which learners can gain valuable life, social and work experience, benefitting our students, students from local schools and colleges, and other young people in the borough who have been affected by illness, disability or poverty.

LFLC also provides volunteering opportunities for members of the local community who are looking to get back to work.

In-life projects include a programme of social events, two charity shops, an eBay store, furniture upcycling, a coffee cart for retail and barista training, and an employment service that provides needs-based 'Access to Work' funding and support to young people as they embark on their chosen career.

## A shared ethos

The school, charity and trust have a shared ethos of empowering every young person and child to be as independent as possible – what we call, 'Learning for Life.'

Learning for Life is based on the following principles:

- We create experiences that enable disadvantaged children to participate in mainstream activities in school and the local community
- We create a stimulating learning environment, tailoring teaching and learning to meet each young person's needs
- We enable learners to be as independent as possible, helping them to develop a 'suitcase of skills' so they reach their potential and are prepared for adulthood
- We treat children as individuals, involve them in making decisions, respect their feelings and foster their overall wellbeing
- We help young people to experience success, develop self-esteem, and be recognised and celebrated for who they are as well as what they can do

# Welfare Assistant

## Job Description

### Primary responsibilities

#### Key areas of responsibility include:

- Ensure all pupils receive care, as stated in their care plans
- Identify required changes to care plans (and needs) and inform required professionals.
- Review and management of written records, specifically individual health care records, care plans and the schools Management Information Systems – liaising with the specialist school nurses, as appropriate.
- To follow to risk assessments and personal emergency evacuation plans.
- To apply an innovative approach to the implementation of care plans and programmes – whilst encouraging all pupils to remain as independent as possible.
- To support with activities relating to the promotion of mental and physical health – including with discussions in relation to pupil progress towards independence, health and wellbeing.
- To act as a ‘focal point’ for communicating knowledge and understanding of pupils (or groups of pupils) health needs to colleagues and health and social care professionals – especially during transition.
- To implement specialist health clinics at the campus. e.g, school doctor clinics, immunisation etc.

### Key tasks within primary areas

#### INTIMATE CARE

- To complete and review individual intimate care plans (annually or as required)
- Ensures high standards of intimate care across the campus and assists with intimate care needs, such as washing, dressing and toileting; ensuring accurate records are kept.

#### MOBILITY/PHYSIO/OT

- Ensure all pupils' mobility needs and other physical disabilities are supported across campus.
- Liaise with Physio and OT and class teams to ensure that Physio and OT programmes are delivered as part of the Graduated Response and monitor record keeping.
- Following manual handling training, understand and implement the lifting and handling procedures, including the use of electric hoists and other equipment as required to assist with the physical management of learners with physical disabilities.
- Work collaboratively with NHS physios and OTs re. physical health of students; ensuring additional physio and OT needs are being met.

## **MEDICINES MANAGEMENT, MEDICAL PROCEDURES AND FIRST AID**

- Ensure that the school's policy on the administration of medication is adhered to
- After prior agreement and training, to administer medication or medical procedures (e.g., stoma, catheter care) as necessary.
- To ensure all medical devices are clean and in working order.
- To ensure all medicines and emergency medicines on site are appropriately stored, in date and organised as per school guidelines.
- To be the first responder to give immediate assistance with either a minor or serious injury.
- To be basic life support trained and be able to escalate and perform any emergency care or life saving techniques required.
- To maintain a log of all first aid incidents on site.
- Undertake regular audits of all first aid, medical and personal care supplies ensuring it is in date and fit for use.
- Assist pupils that need help with oral and enteral feeding.
- To ensure all pupils' feeding requirements are met on site.
- To ensure prescribed feeds are administered and recorded.
- To measure and record daily fridge temperatures
- To perform and record accurate height, waist, weight and temperature measurements
- To check daily all emergency medication brought into school and immediately report any concerns or omissions to Senior Welfare Assistant

## **TRIPS, WORK EXPERIENCE AND RESIDENTIALS**

- Plan for and support for pupils on school trips and on work experience placements ensuring positive learning outcomes – liaising with parents and carers, as required.
- Attend and support residentials, subject to individual circumstances.

## **RECORD KEEPING**

- Ensure familiarity with written records, specifically student healthcare records so that the needs of all pupils can be fully met whilst in school and on work experience placements.
- Contribute to all forms of school-based record-keeping.
- Contribute to reports and attend annual reviews as required.
- To provide full administrative support as it relates to the role.

## GENERAL REQUIREMENTS

- Contributes to the life of the school, ECT and Learning for Life Charity (a key partner)
- Complies with school and ECT policies and procedures, seeking advice if unsure
- Has due regard for safeguarding and promoting the welfare of children and young people, following the school's safeguarding and child protection policy and procedures
- Supports and follow the school's equal opportunities, whistleblowing and data protection policies and procedures

The tasks are an indication of what we expect you to do in the role. It is not an exhaustive list of duties and responsibilities, and we may amend them following discussion to take account of changing circumstances.

# Welfare Assistant Person Spec

The specification is to guide candidates and managers during the recruitment process.

Qualifications	Essential	Desirable
Good general standard of education qualifications to GCSE, particularly in English and Mathematics (grade C or above) or equivalent	✓	
Paediatric First Aid and Safeguarding (level 1)		✓
Mental health first aid qualification		✓
<b>Continuous professional development</b> (e.g. evidence of ongoing learning and development in specialist areas)	✓	
Knowledge & Experience	Essential	Desirable
<p><b>At least 2 years' experience</b> in a busy <b>care/welfare</b> role <b>delivering an exceptional service.</b></p> <p>We will ask to see <b>evidence of the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Knowledge of working with children, young people and adults with complex needs</b> (including medical procedures – seizure management, anaphylaxis, asthma, enteral feeding, gastronomy care and risk management)</li> <li>• <b>Knowledge and experience of managing medical emergencies as well as the effective coordination of care</b> (e.g., identification of unwell children)</li> </ul>	✓	
Skills (Can Do)	Essential	Desirable
<b>Build relationships.</b> Create partnerships, build trust, share ideas and accomplish work	✓	
<b>Lead change.</b> Embrace change	✓	
<b>Inspire others.</b> Encourage others through positivity, vision, confidence, challenges and recognition	✓	
<b>Think critically.</b> Gather and evaluate information that leads to smart decisions	✓	
<b>Communicate clearly.</b> Share information regularly and concisely	✓	
<b>Create accountability.</b> Hold yourself responsible for performance	✓	