



**BRADFORD** ACADEMY

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Application Pack

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Dear Applicant,

Thank you for your interest in working at Bradford Academy.

We are clear in our vision:



At Bradford Academy we believe that by developing responsibility, respect, and resilience we will become a shining light in our community. Our vision underpins everything we do and by living it together we are quickly becoming a school that makes a difference to those we serve.

When you visit us, you will see the impact our passionate and ambitious staff have on child from age 2 years old to 18.

As a Church of England Academy, we believe that a commitment to developing the faith and spirituality of our learners is of vital importance when working at the academy. Our moral purpose guides us to ensure that every learner can be the best they can be spiritually and personally as well as academically. We believe that we make a difference not only within but out in the local community.

We have two internal resourced provisions in our Secondary Phase; one for Physical Disability and one for Autism. We have a provision to support learners in need of additional SEMH support, RESET. We also have a local authority led SEMH provision on site. This reflects our passion for creating a truly inclusive school that reflects society and develops compassionate, understanding children and young people.

Staff who work at Bradford Academy benefit from support, challenge and investment. We understand how valuable our staff team are and strive to give them all the tools they need to excel in their chosen field. We value our staff's wellbeing and believe that Bradford Academy is an exciting and worthwhile place to work.

If you feel you share our vision for improving the lives of young people and have the tenacity, resilience and commitment to be a part of our journey then submit your application or contact us to arrange a visit. We would love to get to know you better.

Yours sincerely

Mrs Mel Saville  
Executive Principal

## **Job description: Care Assistant**

### **Job details**

**Hours:** 32.75 hours /week Term Time Only plus 5 days

**Contract type:** Full time, Permanent

**Reporting to:** SENDCo and RP manager

### **Principal Objectives:**

- To assist in the provision of care to learners with additional needs and work as part of a team to achieve required standards of care and support for these learners
- To ensure the highest possible level of care is maintained by supporting/assisting learners when required with hygiene and feeding needs.
- To keep appropriate records of learners issues, achievements and progress as appropriate in an agreed format and report on this in line with Academy policy.
- To support and enhance access to learning for all learners with additional physical needs as directed.
- To work as directed when appropriate to address the physical learning development of learners with additional needs, in particular, physiotherapy differentiated PE and respite.
- To contribute to the overall work and ethos of the Academy.
- To display the highest professional standards of conduct as expected of a member of staff from the Bradford Academy
- To respect the confidentiality of the Academy and its learners.
- To uphold the school's policy in respect of Safeguarding including committing to the Code of Ethical Practice

### **Main Accountabilities:**

- Recognise and work within the boundaries of practice, respecting the roles and responsibilities of other health and social care providers.
- To encourage learners to act independently as appropriate.
- To support the annual review process when required, to include brief written comment.
- Provide input to the Learner Passport/Care Plan or other designated plan as and when required.
- To be responsible, when appropriate, for the mobility, medical and hygiene needs of the learners.
- To be responsible for the supervision of students at break and lunchtime as directed by the SEN management.
- Observe care planning needs for learners and complete records as instructed and in line with the Academy's policies and procedures.
- Assist learners who need help during mealtimes (be aware of swallowing difficulties, dietary requirements, etc). Assist with serving of food and drinks as required or requested.

- Take responsibility for the maintenance of resources relating to Care/Hygiene as appropriate and report any resource needs to the RP (PD) Manager as they arise.
- To report any faulty equipment or potential hazard to the RP (PD) manager.
- Ensure hygiene rooms are clean and tidy and resources are used appropriately.
- To conduct and support with wellbeing check-ins when providing care and respite for learners.
- To attend meetings and training exercises as directed by the – SENCo and/or RP managers, such as diabetes training, first aid etc, which is not always on the school calendar.
- To attend and participate in meetings as required- including Area meetings and VLCs.
- Legal annual training eg medication awareness and administration, on-going manual handling. More bespoke training must be attended for more complex medical provision as and when required.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To accompany teaching staff and learners on visits, trips and out-of-Academy activities as required.
- Promote safe working practice within the Academy.
- To work as part of a team and support the role of other people within the team.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- Care assistants should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when the posts are reviewed.

## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, desirable but not essential.</li> <li>• Safer people handling trained desirable, but not essential has training will be given</li> <li>• First aid trained desirable, but not essential has training will be given</li> <li>• Medication Awareness trained desirable, but not essential has training will be given</li> <li>• Safe Swallow and Gastrostomy trained desirable, but not essential has training will be given</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting desirable but not essential.</li> <li>• Experience working with children / young people with special educational needs (SEN) desirable but not essential.</li> <li>• Experience planning and delivering activities, desirable but not essential.</li> <li>• Experience of working with physical disabilities desirable but not essential has training will be given.</li> <li>• Experience of working in the care industry, desirable but not essential has training will be given.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good organizational skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Excellent verbal communication skills</li> <li>• Ability to work as part of a team and to be flexible in their approach to daily routines</li> <li>• .Active listening skills</li> <li>• The ability to remain calm in stressful situations</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Ability to deal with situations diplomatically</li> <li>• Ability to work under pressure</li> <li>• Ability to relate to young people in a caring and sensitive manner</li> <li>• Ability to assist young people with personal care needs</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Enjoyment of working with children</li> <li>• Sensitivity and understanding, to help build good relationships with pupils</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> <li>• Resilient, positive, forward looking and enthusiastic about making a difference in someone's life.</li> <li>• Capacity to inspire, motivate and challenge children and young people.</li> <li>• Approachable and understanding</li> <li>• Be willing to accompany young people on out of school visits and activities</li> </ul>

## Information for Applicants

### Safeguarding

Bradford Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share in this commitment. All successful candidates will be expected to undergo an enhanced DBS check and any offer of employment will be subject to its return plus receiving satisfactory references, children's barred list check and section 128 check (where relevant). Please see our DBS Policy in the Academy Info/Policies area for our policy pertaining to the recruitment of ex-offenders. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

In accordance with Keeping Children Safe in Education the Academy will carry out an online search as part of due diligence on shortlisted applicants. This will be undertaken in accordance with Data Protection Act and the Equality Act.

### Health and Safety

Your most important responsibilities as an employee are:

- to take reasonable care of your own health and safety
- to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job
- to tell your employer if something happens that might affect your ability to work

### Mental Health and Wellbeing

As part of supporting the Bradford Academy Community, promote the mental health and wellbeing of others whilst performing your role.

### Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

### Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

### Visiting

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact [recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk) to arrange an appointment.

### Applying

If you decide to apply for this post please complete the enclosed application form. Your formal letter of application (supporting statement) should be no longer than 2 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a **signed** copy of

the form.

Please email to;

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

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

### **Interviews**

Shortlisted candidates will be contacted within two weeks of the closing date.