

## Our School Context

Riverbank Academy is a World Class and Outstanding Special School. Our vision is for all students to make exceptional progress and lead happy and fulfilled lives.



We have a dedicated staff team that care about the personal and academic development of our students. We currently work with 188 students and in September 2022 this will increase to 200 students.

We have the most incredible facilities which has a huge impact on the quality of learning. This includes a Hydrotherapy Pool, Soft Play, Fitness Suite, Sensory Garden, Horticulture Area, Physiotherapy Room, Speech and Language Intervention Room, Forest School, Open Library Area, Food Technology Room, Computer Suite, Science Room, Art Room, Performing Arts Room, Trim Trail with Swings, a student led Café and a popup shop! We also have a Wave Centre and Navigator Suite to support the layered and complex needs of 18 students.

We are a Broad-Spectrum School with needs ranging from profound and multiple, severe and moderate learning difficulties (PMLD, SLD and MLD). This opens many professional development opportunities for our staff, allowing them to apply a range of new skills in a fully inclusive setting.



We are looking for a caring, motivated and creative individual that can provide outstanding learning support for our students. **We welcome all applicants from health, social care, primary, secondary, mainstream and special school backgrounds.**



### What do we offer?

- A friendly, happy and dedicated team
- A senior leadership team open-door policy for all staff
- Amazing facilities
- School iPad or Chromebook
- Staff access to our fitness suite, before and after school
- Exciting CPD opportunities
- Access to an innovative curriculum which has been adopted as best practice in other Special School settings.
- If staff have 100% attendance in an academic year they have can take one additional paid day off the following year!
- Additional payment for staff that attend residential trips on a Saturday and/or Sunday
- Cycle to Work Scheme
- Six Togetherness Sessions a year, where we come together as a school community to take part in activities such as school picnic/disco/sports day and simply enjoy being together!
- Free fruit, tea and coffee in the staffroom and a water cooler.
- Eleven “Wellbeing Wednesday” sessions where we encourage staff to take part in a wellbeing activity after school, this includes access to an external fitness instructor who comes into school and is free for staff to access.



**Riverbank Academy Health Care Assistant**  
**JOB DESCRIPTION**

**Hours: 32 hours a week** Monday (8:30am - 4:00pm) Tuesday to Friday 8.30 a.m. to 3. 15p.m (a 37-hour contract is also possible (8:30am-4:30pm Mon-Thurs 4pm finish on Friday))

**Scale:** Grade 3

**Salary:** £14,394 (32 hours) £16,643 (37 hours)

**Job Purpose:**

- To work in partnership with class leads and support staff to support the individual care of students.
- To provide structured support and guidance for students in the development of their independence , physical and social needs
- Provide supervision, personal care and moving and handling support for students with SEND
- To assist with lunchtime supervision
- To assist with after school and break duties as part of the rota

**Responsibilities and Tasks****1. Supporting the personal care of students:**

- Leading with student's personal hygiene/toileting routine
- Leading in the administration of medicines or medical interventions as instructed by parents or medical professionals.
- Leading with students eating and drinking following personal plans or professional advice.
- Assisting with the identification, monitoring and reporting of children's general health and welfare.

**2. Supporting the safe moving and handling of individual students:**

- Follow a flexible timetable to support students with equipment changes and physical therapy exercises, under the direction of a supervisor.
- Undertake annual moving and handling training.
- Read and implement students' individual moving and handling plans.

**3. Supporting the physical, social/emotional and learning needs of individual students**

- Develop an understanding of the special educational needs of the student/s concerned
- Build and maintain successful relationships with students, treat them consistently, with respect, dignity and consideration.
- Strive towards the development of independent learning for our students
- Support in the development & assessment of Student Support Plans, moving and handling, physio plans and EHCP targets
- To take a lead role in assessment of students' engagement and progress in the above plans.
- Inspire positive attitudes, developing self-belief and building motivation
- Work as part of the team in relation to individual students physical and social development - liaising, advising and consulting where appropriate with external agencies
- To work with senior leaders to develop flexible timetables for individual students/small groups of students.
- To work flexibility throughout the day, ensuring that priority is given to students' medical needs.
- To respond in a timely and safe manner to ensure students physical safety and emotional well being.
- To independently solve problems involving students daily physical care and intimate care needs
- To individually supervise students developing personalised timetables and planning individual and small group sessions linked to professional advice
- To create, produce and deliver resources relating to personalised timetables.
- To ensure that intimate care rooms meet health and safety standards by creating a cleaning routine and ensuring that all staff are aware of processes and procedures.
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Play an active role in the support of positive behaviour management of students both in and out of the classroom, reporting issues as appropriate.
- Identify personal training needs and to attend appropriate internal and external in-service training

**4. Supervising break and lunchtime duties by:**

- To undertake supervision of pupils during the lunchtime session in the dining room.
- Helping children with their food, supervising distribution, and clearing away.
- To supervise toilet areas of the school as cover for the first aider/supervisor.
- To Supervise and be responsible for children during their lunchtime in the playground or in classrooms if wet.
- To ensure that activity or leisure areas are used in an appropriate manner by pupils and to take the necessary action if not.
- To ensure the health, safety, welfare and good conduct of the pupils and checking pupils are safe in the event of an evacuation of the premises.

**5. Support the outstanding culture of the school:**

- Supporting children to be as independent as possible in their physical care and intimate care needs
- Promoting pupil independence, and reinforcing the children's self-esteem through praise and encouragement.
- Assisting with the provision of general care and welfare to pupils, being mindful of the need to maintain a safe environment at all times.
- Adhering to and maintaining school policies, routine and codes of conduct.
- Ensuring that pupils are able to safely use equipment and materials provided and being aware of the range of resources available.
- Undertake the training required for you to carry out those activities necessary to meet the physical and emotional needs of the pupil, including pupils with educational, physical, sensory, communication and/ or emotional special needs.
- Monitoring and reacting individual pupils' problems, safeguarding needs ,progress, achievements and condition, and reporting these to appropriate staff.
- Work closely with the class teacher and other colleagues to support the administration and organisation of care activities for individuals and groups of pupils, including taking a lead role in marking and recording progress keeping in line with school policies and practices.
- Maintain personal and professional development to meet the changing demands of the job.
- To embrace and adopt our 10 Professional Core Standards and seek to develop your skills, qualities and practice within this structure so that you can better serve our students.

This job description is not necessarily a comprehensive definition of the post. The Personal Care, and moving and handling assistant may be required to undertake such other tasks appropriate to the level of appointment, as the Headteacher requires. It may be subject to modification and amendment after consultation with the post holder.

## PERSONNEL SPECIFICATION

**HOURS: 32 hours per week – Term time only plus 5 training days**

**Monday to Friday 8.30 a.m. to 4.30p.m. (4.00pm finish on Friday)**

ATTRIBUTES	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
QUALIFICATION	Ø A desire to continue to improve literacy, numeracy and ICT skills, with Grade C achieved in English and Maths	Ø Qualification to A level (AS/A level) standard.
KNOWLEDGE And UNDERSTANDING	<ul style="list-style-type: none"> <li>Ø Of the needs and characteristics of young people with complex SEND</li> <li>Ø Of what constitutes positive behaviour management</li> <li>Ø Of the importance of positive role models for young people</li> <li>Ø Of strategies, including literacy, numeracy, ICT, independent learning, special educational needs and anti-racism to ensure the effective engagement of our students in learning</li> <li>Ø Of equal opportunities and anti-discriminatory practice in the context of the school community</li> </ul>	



<p>SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> <li>Ø Approachable and intuitive</li> <li>Ø To communicate effectively – verbal and written - with students, staff and parents</li> <li>Ø To apply specialist skills to supporting in meeting the needs of complex SEND</li> <li>Ø To motivate and encourage students to work cooperatively</li> <li>Ø To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively</li> <li>Ø Able to work indoors and outdoors in rural and urban environments supporting students in a range of activities such as Duke of Edinburgh, forest school, horticulture and gardening.</li> <li>Ø Able to walk long distances and stand for long periods of time to support student transitions around school and enrichment activities.</li> <li>Ø Able to take a lead role in individually supporting students aged from 11-19 in moving and handling and personal care.</li> <li>Ø Able to move physiotherapy equipment with appropriate training and guidance from specialists this includes the manoeuvring of manual wheel chairs.</li> <li>Ø To be a team player with the ability to support others</li> <li>Ø To demonstrate relationship building outside of the classroom</li> <li>Ø To adopt total communication techniques and develop them sufficiently to reach out to all of our students</li> </ul>	<ul style="list-style-type: none"> <li>Ø Able to swim (desirable but not essential to ensure we have an inclusive swimming offer for all our students).</li> </ul>
<p>ATTITUDES And VALUES</p>	<ul style="list-style-type: none"> <li>Ø High expectations of personal performance and of pupils' success</li> <li>Ø Commitment to build upon your own learning through our structures</li> <li>Ø A belief in meeting the needs of the whole child</li> </ul>	
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> <li>Ø Of working with groups of young people with complex SEND, preferably of secondary age</li> <li>Ø Of resolving problems and handling challenging situations</li> <li>Ø Of managing behaviour effectively</li> </ul>	
<p>SPECIAL REQUIREMENTS</p>	<ul style="list-style-type: none"> <li>Ø This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment</li> </ul>	



Riverbank

## Riverbank Academy Health Care Assistant Job Description

*All employees of Riverbank Academy are required to comply with the School Equal Opportunities Policy when undertaking the duties of their job.*

**David Lisowski**

**March 2022**

David Lisowski, Headteacher

### **Equal Opportunities:**

The post holder must carry out his/her duties with full regard to the Academy's Equal Opportunities policy.

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

### **How to apply**

If you wish to apply to this please complete an application form and email to: [headteacher@riverbankacademy.org.uk](mailto:headteacher@riverbankacademy.org.uk)

### **Application form:**

[https://sidneystingertrust.org.uk/files/HR%20Vacancy/vacancies\\_2020/mat\\_support\\_application\\_form\\_nov\\_2020.docx](https://sidneystingertrust.org.uk/files/HR%20Vacancy/vacancies_2020/mat_support_application_form_nov_2020.docx)

**Closing date: 15th July 2022 at noon** – We are recruiting throughout the Summer term to support the growth of our school in September 2022

**Interviews will be held:** We will interview candidates upon application.

**Start date:** As soon as possible