



THE STONEHENGE SCHOOL



MEDICAL NEEDS ASSISTANT Application pack

The Stonehenge School
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WELCOME FROM THE HEADTEACHER

At the Stonehenge School we believe that there is no limit to any student's potential. We aspire to develop a positive learning community in which effort, participation and achievement are valued.

Striving for excellence, we aim to create an outstanding school where students are happy, healthy and given opportunities to exceed their expectations. Enriched by history and culture, Stonehenge is a school for the future.

The school is increasingly popular and to cater for a rapidly expanding roll we have had a state-of-the-art extension providing 23 additional classrooms, and a brand new performing arts block to replace our older, original accommodation. We are now in a position where the facilities are some of the best in Wiltshire and ensure that we are able to provide the very best education for the pupils that we serve.

Applications for entry into Year 7 have been over-subscribed in each of the last three years, and we are ever closer to reaching our full capacity of 1120 pupils.

The school community is important to us, meaning that we have strong relationships with our students, and a collegiate supportive atmosphere within staff.



PERSONALISED PROVISION

Our pedagogical approach is centered around the 'Cornerstones' of our teaching and learning approach, with assessment built around a 'milestone' structure. All of which is based around research-driven approaches that ensure effective progress whilst also maintaining sustainable workloads for staff.

Striving for excellence, exceeding expectation.

At Key Stage 3, key skills and knowledge are assessed using our 'I can' system, allowing teachers and students to keep track of their learning and progress. Students are given the flexibility and ownership to design their own option choices towards the end of Year 8, meaning that students study the curriculum that they choose, whatever their ability, allowing them to fully realise their future aspirations. At Key Stage 4 students are offered the full Ebacc, and the importance of taking a humanities and a language is discussed with parents as part of the options process. A variety of vocational courses are also offered to allow for development towards particular careers, or the pursuit of individual interests.

PREPARING FOR THE FUTURE

Qualifications are highly important, and our examination results reflect our commitment to this. However, school is also about preparing students for their future career and roles in the larger community. Students are offered many opportunities to develop team working and leadership skills. The prefect team in Year 11 is led by the Head Boy, Head Girl and their deputies. Students can initiate projects and share decision making through an active School council and the House system.

Careers guidance is provided throughout all years. A large number of students enjoy taking part in activities throughout the school year, including drama productions and musical concerts. We have excellent sporting facilities on site and at Amesbury Sports Centre, as well as exclusive use of the 22 acre playing field on Holders Lane. We run many sports teams and offer a number of extra-curricular sporting clubs, including rugby, netball, hockey, football and cricket. Trips and visits are run regularly; Year 9 can visit Pencelli Activity Centre in Wales and older students may take part in the annual ski trip to Europe. There are regular Geography field trips and the Languages department arrange annual visits to France or Germany, as well as an extensive and growing list of residential trips across the curriculum.

The latest Ofsted inspection took place in September 2022 and concluded that... "The Stonehenge School continues to be a good school" and that "pupils like coming to school". They explored the "clear vision (that we have) for the school's next steps" and the "broad curriculum that (is) in place for every pupil".

A recent evaluation by the Local Authority reported that 'there is a positive and respectful school culture where the staff know and care for the students' and the 'leaders have a clear consistent vision which is realised through strong, shared and owned values and practice', and praised the emphasis that we place on developing our staff.

I look forward to welcoming applications from you,

Carole Dean

PERSONAL MEDICAL NEEDS TEACHING ASSISTANT

Required from September 2024
30 hours per week/39 working weeks per year (includes TD Days)
Specific Purpose Contract
Monday – Friday 8.30am – 3.00pm (30 minutes unpaid lunch)
Wiltshire Council pay grade F Points 9 – 11, (£13.02 - £13.69 per hour)
actual salary £17,518 - £18,426 per annum

We are looking to appoint a Teaching Assistant to support an individual child with complex medical needs.

Due to the nature of the child's disabilities, physical assistance will be required to meet her daily needs. The pupil has an Education Health Plan which identifies their complex requirements.

The post will involve:

- Supporting a young person joining the school in September 2024 in Year 7
- Providing a high level of medical support – appropriate training will be provided as required in relation to the young person's specific needs
- General in class support
- Liaising with the Teacher's and SENCO

Successful candidates will support the school to provide a stable, caring and supportive learning environment; to enable pupils to achieve their full learning potential and facilitate their personal, academic, social and moral development.

You will have a good standard of written and spoken English and Maths skills at a suitable level to support students up to Key Stage 4.

Further details and our application form can be found on our website via the following link - <https://www.stonehenge.wilts.sch.uk/vacancies/> You should provide detail outlining your skills applicable to the role and reasons for applying. This should be returned to Mrs D Harker, The Headteacher's PA, The Stonehenge School, Holders Road, Amesbury, Wiltshire, SP4 7PW by the closing date.

Closing date:

Interview date:

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PERSONAL MEDICAL NEEDS TEACHING ASSISTANT JOB DESCRIPTION

Reports to: SENDCo
Salary: Grade F, points 9 - 11
Contract type: Specific purpose

The Role:

To support the inclusion of a young person with complex medical needs in a mainstream secondary school providing physical and medical assistance to meet their daily needs. Comprehensive training will be provided by health professionals and the role will be fully supported through the SENCO.

Main Duties:

1. To regularly undertake specialist enhanced healthcare procedures for a student with very complex invasive and/or lifesaving medical needs. This will include an element of manual handling for which training will be provided.
2. To attend specialist enhanced healthcare training delivered by a Qualified Nurse or Qualified Healthcare Provider and to remain up to date with training. To notify the SENDCo promptly when the expiry date for the training of themselves and others who support the student is approaching. To attend and provide support for other staff undergoing similar training when required.
3. Cover for staff absence or for health, safety and/or emergency reasons whenever requested. Remain up-to-date and competent in supporting all students across the site.
4. Ensure that all paperwork relating to enhanced healthcare procedures for the young person is carried out promptly and to a high standard and timed documentation of all procedures are undertaken throughout the day.
5. Follow Health and Safety regulations and guidelines when attending to the young person's hygiene, health and medical needs.
6. Responsible for escorting the young person around the site ensuring full access to the curriculum when timetabled.
7. Report any health & safety or access concerns or issues to support the young person.
8. Liaise with class teachers who will provide adaptations where required to ensure inclusivity within the curriculum but feel confident to provide suggestions.
9. Support the SENDCo with the logistics of whole school medical training to ensure all staff involved in supporting the young person feel confident with their care.
10. Ensure that IT/technological or mobility aids are ready for daily use and set up for the student
~~to use as appropriate.~~

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11. Follow a Personal Emergency Evacuation Plan with the student to support them during a planned or unplanned evacuation of the site.
12. Support the young person in lessons with their recording of knowledge and understanding.
13. Support the young person to attend school trips and visits, and out of school activities as required. This will involve checking the venue in advance to establish suitability prior to the visit and the type of facilities available and ensuring travel arrangements are suitable.

Other Duties

The list of duties as above is not exhaustive. The post holder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Supervision and Management

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

Creativity and Innovation (i.e. Problem Solving)

The job holder works within school procedures, policies and approved methods but sometimes has to interpret these to deal with a problem e.g. if the pupil supported cannot cope with a task the rest of the class are doing, the jobholder may implement a similar task which will give a degree of success for the pupil. The jobholder will be required to communicate with relevant external medical professionals for the benefit of the student to support their care in the school environment.

The job holder will need to develop strong relationships with all staff across the site to ensure that the student is able to access the curriculum in line with their peers.

In conjunction with SENDCO, the job holder will support the development and implementation of robust policies and procedures to ensure the student remains safe on site at all times.

Key Contacts and Relationships

The jobholder has extensive contact with the nursing team and outside agencies to discuss the ongoing medical needs of the student to keep up to date with supporting changing student health needs.

Decision Making

The jobholder is expected to organise the student's day based around the requirement for medical intervention.

Resources

The jobholder will be responsible for ensuring that all medical equipment to support the young person is kept safe and available at all times.

Working Environment

The job may change daily depending on the medical needs of the young person, therefore a level of adaptation may be required to ensure educational and medical needs are being met.

Knowledge and Skills

Full training and support will be provided by the relevant professionals and the school for this role. Whilst previous experience in some of the areas is useful, a positive attitude and desire for enabling a young person to fully experience school life is essential. Competent ability to scribe the young person's knowledge and ideas both handwritten and typing. A GCSE education level to be able to take notes to support if lessons are missed although the young person can academically access the learning. Ability to communicate any issues to the relevant school colleague and identify solutions to challenges. Advocate for the young person. Engage fully in training provided.

Personable skills to build a positive relationship which enables the young person to be supported whilst developing their own peer friendships and social interactions.

Physical Demands

Manual handling/lifting and hoisting will be a requirement of the role.

A degree of walking will be involved to accompany the young person around the site across 3 buildings.

Working Conditions

The job holder will be based in the school but will be required to accompany the young person around the whole site from lesson to lesson and during social times. There will also be a requirement to accompany the young person on educational trips and visits off site.

The job holder will need to support the young person with their intimate personal care needs and medical procedures as part of their timetabled day.

The job holder will need to carry and gather items as needed for lessons throughout the day.

The Stonehenge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.

Personal Medical Needs Teaching Assistant Person Specification

	Essential	Desirable
Qualification/Knowledge	<ul style="list-style-type: none"> • A good standard of written and spoken English and Maths skills at a suitable level to support the young person and take notes in lessons where required • First aid qualification or willingness to be trained 	<ul style="list-style-type: none"> • Basic food hygiene certificate • Manual handling qualification • Other relevant medical qualifications relevant to the role
Experience	<ul style="list-style-type: none"> • Experience of working with cross- sections of people 	<ul style="list-style-type: none"> • Experience of working in an education or learning environment • Experience of delivering medical care and administering medication
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to work independently and to use own initiative • Confident ICT skills • Demonstrate high professional values and conduct • Team Player • Open minded and creative • A reflective practitioner • Knowledge and experience of working alongside others with professionalism • Ability support young people with complex needs including medical needs. • Ability to undertake personal care as needed. • Willingness to undertake a range of training to support 	

	Essential	Desirable
	children with complex, medical needs.	

