



REF NO: PEN022

SEN Specialist (with Personal Care)

Grade F, 35 Hours per Week, Term Time plus INSET Days
Actual Salary: £13,803 – £17,162 per annum

Closing Date | 9.00am Monday 5th July 2021

Operational SENDCo | Abby Macdonald
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Assistant Headteacher and SENDCo | Claire Gurd
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Headteacher | Lucy Gambier

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SEND/Inclusion at Penrice



At Penrice we welcome everyone into our community. Penrice endeavours to make available inclusive provision to ensure that all pupils, including those pupils identified with Special Educational Needs and Disabilities (SEND), can enjoy and benefit from a broad and enriched education, so that they may achieve success and reach their full potential.

At Penrice Academy, all students irrespective of ability, race, gender or need are respected and valued as individuals. This is reflected in the Academy's organisational and curriculum structure, its assessment and rewards systems and the arrangements made for careers education and work experience. Students with SEND are fully included in all aspects of the life of the school, including its vast enrichment activities and receive bespoke support from our experienced team who advocate for all learners.

Penrice Academy believes that:

- ▼ The needs, rights and entitlement of individual students are the focus of both an educational and social environment.
- ▼ Staff are entitled to an effective and supportive environment, consistent quality training, an effective learning environment and opportunities to be successful.

We continue to be committed to narrowing the attainment gap between SEND and non-SEND students and offer a range of personalised learning interventions/opportunities to support this. We are very proud of all our students and their achievements due to the collaborative working environment and excellent staff expertise.



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▼ Job Description



Penrice Academy is a truly outstanding school, with wonderful students and forward thinking, inspirational teaching and support staff. We are highly successful with year-on-year exceptional results which now put us in the top 7% of schools nationally. We provide our students with the knowledge, skills and attributes to be successful as they move to the next phase of their education. As a school community we have a relentless drive and ambition to provide the best possible educational experience for each and every one of our students. Penrice Academy is part of Cornwall Education Learning Trust (CELT), a family of Cornish Primary and Secondary Schools, with a strategic vision to 'learn together to help every child achieve more'.

This is an exciting time to join our large, experienced team, offering an exceptional working and learning environment, where the care, wellbeing and achievement of our students is paramount. Penrice Academy is seeking to appoint an SEN Specialist with personal care experience to take a pro-active role in the support of the educational, social and physical needs of the students. In addition the successful candidate will support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work.

Main Duties and Responsibilities

- ▼ Supporting the student with personal care needs as required by the individual child/young person as detailed in their EHCP. This may include help with social welfare, care and health matters, including toileting, dressing, feeding, mobility etc.
- ▼ To assist the student to help learn effectively on their own and in a group.
- ▼ To encourage independence and self-resilience.
- ▼ To physically assist the student with Physical Education lessons and accompany on educational visits and outings, as supervised by the Teacher.
- ▼ To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
- ▼ To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students.
- ▼ To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students' self-esteem.
- ▼ To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
- ▼ To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision.
- ▼ To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or SENDCO as appropriate.

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- ▼ To be aware of confidential issues linked to home/student/teacher/school work and to ensure the confidentiality of such sensitive information.
- ▼ To supervise an individual or small group of children within a class under the overall control of the teacher.
- ▼ To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.
- ▼ To carry out administrative tasks associated with all of the above duties as directed by the teacher.
- ▼ To work effectively with other members of staff to meet the needs of all students.
- ▼ To meet with the SENDCo and/or other appropriate staff as required.

General Duties

- ▼ To attend staff meetings and Trust-based INSET as required.
- ▼ The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ▼ To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- ▼ To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- ▼ To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- ▼ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- ▼ To undertake any other duties as reasonably required by the Headteacher, to ensure the efficient and effective operation of the Academy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date of appointment but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.



Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▼ Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude 	<ul style="list-style-type: none"> ▼ Level 2 Award in Emergency First Aid at Work or willingness to undertake training ▼ Qualifications in manual handling or a qualification in Health Care would be advantageous
Experience	<ul style="list-style-type: none"> ▼ Previous experience of working with children 	<ul style="list-style-type: none"> ▼ Previous experience of working with children in a classroom environment or similar ▼ Previous experience in a personal care role
Skills and Knowledge	<ul style="list-style-type: none"> ▼ Good levels of literacy and numeracy ▼ Organisational skills ▼ High level of oral and written communication skills ▼ Ability to prioritise between different demands and work to deadlines 	<ul style="list-style-type: none"> ▼ Knowledge of issues relevant to education and child development ▼ Ability to work without supervision
Personal Qualities	<ul style="list-style-type: none"> ▼ A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection ▼ To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues ▼ A desire to play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow in this example ▼ An interest in education ▼ A patient and friendly approach 	