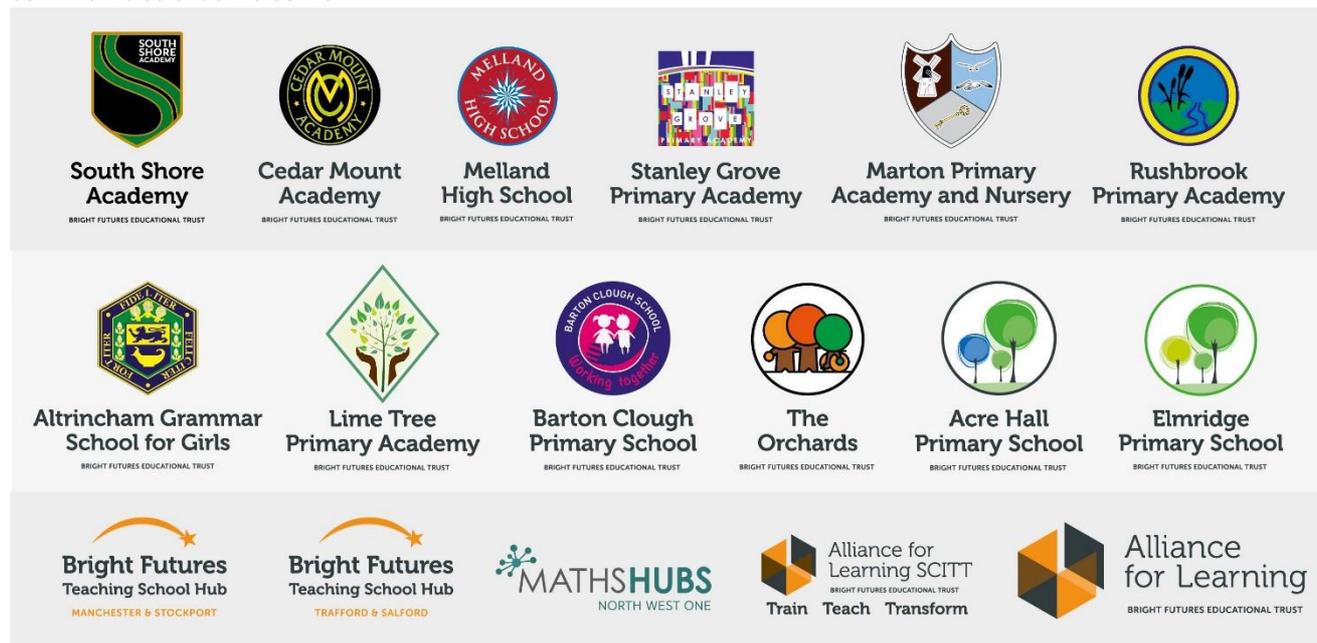


INFORMATION PACK Personal Care Assistant

Bright Futures Educational Trust

Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



Our schools have their own identities and form one organisation and one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: <http://bfet.co.uk/about-us/>.

The central team, comprises the Executive Team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Teaching School and Partnerships and Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge and support. In addition to the executive team, we have central operations for finance, HR, educational psychology and Digital Technologies. Please see our website brochure which explains our central operations: [Working together for a Bright Future](#).

Bright Futures Development Network is another important outward facing component of our organisation. Underneath this umbrella we have 5 network hubs. 'The Alliance for Learning' (AFL) which provides school improvement services and CPD to over 700 schools (<http://allianceforlearning.co.uk/>); a North West Maths' hub providing mathematics training and coaching to 500 schools: a SCITT (School Centered Initial Teacher Training) which is the largest in the North West. After significant national reforms to the teaching school policy, Bright Futures was designated with two new large-scale Teaching School Hubs in 2021. The areas we serve are Manchester, Stockport, Salford and Trafford.

Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

The Orchards School opened in September 2016, providing high quality places for primary-aged children with moderate to complex special educational needs, specialising in cognition and learning and communication and interaction difficulties.

The Orchard's is a specialist free school currently has places for up to 96 children from the ages of 3 – 11. The Orchards School caters for children with a wide range of special educational needs and disabilities. All of the children at the school have difficulties with cognition and learning, with the majority having moderate to severe learning difficulties. Some of our children have profound and multiple difficulties, some have social communication difficulties including Autism and some have sensory impairments. The Orchards does not cater for children where Social, Emotional and Mental Health needs are identified as a primary need.

At The Orchards we celebrate every child and see each pupil as an individual. We want all our children to flourish and achieve their very best in a safe and stimulating learning environment. We encourage all our children to be reflective, creative and independent global citizens who are effective communicators and respectful of themselves and of others. We believe that by working collaboratively and that by building strong relationships with all stakeholders then we can provide the best opportunities to our learners and enable them to achieve their unique potential.

The school now has a new building with specialist facilities designed specifically for the needs of our children since September 2020. This is an exciting opportunity to become a part of a positive and our innovative team that aims to provide high quality support for the children and their families.

Currently judged as “good” by Ofsted, we are ambitious and are well placed to becoming outstanding. We are committed to providing our pupils with the best possible learning opportunities and supporting them in their development.

We are proud to be a part of Bright Futures Education Trust which link us with other inspirational and innovative schools across Trafford. At The Orchards we are passionate about providing our children with meaningful learning experiences which promote their development through a holistic curriculum. We focus on ensuring high quality outcomes through responding individually to each child's point of learning and ensuring that we meet that point of learning by using creative, innovative and aspirational teaching or support. At The Orchards we have a highly skilled team of teachers and teaching assistants who ensure that every child's needs are met. Our teachers lead their class teams through shared outcomes which are informed by parents, families, therapists and multi-agency support teams. We believe in the power of truly inclusive provision and place that at the heart of our school's mission and vision.

The development of social and emotional skills is at the very core of all our work. All the staff work with a clear behaviour policy that promotes pupil respect and decision making. Within the personal development curriculum social and emotional skills are a fundamental aspect of work. In addition, each class works closely with families to support pupils.

At The Orchards we are proud to have such a hardworking and highly skilled staff team. Ensuring our staff have the knowledge and expertise to meet the needs of our learners is a priority for us and as such we have a comprehensive programme of induction for new staff and whole school training. We also provide individual training for individual staff and small groups of staff where appropriate. Our induction and training programme includes safeguarding, health and safety, and moving and handling. Our training programme ensures staff are kept up to date on curriculum matters linked to the School Development Plan and also on meeting the additional needs of learners e.g. training on alternative communication strategies such as sign along / use of symbols.



Why work for us?

Bright Futures

A great place to work

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect.

Terms and Conditions

Salary:

NJC starting scale point 4 (Bright Futures grade 3). The full time equivalent starting pay is £18,933 per annum. The actual pay based on the below working pattern is £8,705 per annum actual pay. Pay progression is linked to performance.

Working weeks:

This is a great opportunity for flexible working as the role will work 38 weeks during school term time. A total of 38 weeks.

Hours:

20 hours per week over 5 days. Flexible working will be considered, please discuss at interview if you wish this to be considered.

Pension:

Local government pension scheme. Please take a look at the website: <https://www.gmpf.org.uk/>.

Other:

We offer salary sacrifice schemes for purchasing cycles and technology, through monthly interest free salary deductions.

How to Apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education, require us to check various details of job applicants and an identical application format for each candidate enables us to do this.

Our website contains our application form and disclosure of criminal background form. **Both** completed forms should be emailed to recruitment@theorchards.trafford.sch.uk by 5pm on 23/04/2021.

The selection process will in all likelihood be conducted virtually, so candidates will need access to a device with a camera and a microphone to participate. The selection will take place on 26/04/21.

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf>

JOB DESCRIPTION

Personal Care Assistant

Reporting to Head of School (Helen O'Brien)

JOB SUMMARY

To work under the guidance of teaching/senior staff and within a system of supervision, to assisting in the domestic care and general welfare of pupils in respect of personal hygiene programmes and at meal/break times, using specialist equipment where necessary.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- To ensure that identified pupils are taken to the toilet / hygiene room to have their personal care needs met.
- To give non-discriminatory care and support that values the diverse and unique qualities of each pupil seeing the whole person and not merely their care needs.
- To follow the instructions of the care and support plans of each individual pupil.
- To rigorously following school procedures in relation to changing and hygiene.
- To safely use specialist equipment, beds and hoists in accordance with the general training/guidelines provided and in line with individual care plans.
- To ensure that the maintenance of pupil dignity is paramount at all times.
- To build positive relationships with pupils, staff and other professionals within school.
- To report any changes or causes for concern to your line manager immediately and be clear about when to seek help and advice in order to keep pupils safe and promote their wellbeing.
- To be responsible for the care and cleanliness of the hygiene rooms, equipment, apparatus and materials as required.
- To be responsible for the care and cleanliness of specialist class equipment.
- To escort pupils to medical appointments as required.
- To assist with break time duties.
- To complete allocated tasks at lunchtime in relation to supporting pupils with eating and drinking and care of the dining environment including carrying out gastrostomy tube feeding.
- To assist as required with the setting up and clearing away the dining hall
- To assist as required with general school domestic tasks.
- To take part and attend meetings and training as required. This will potentially be sometimes outside of your normal working hours.
- To be responsible for the completion of and the keeping up to date with CPD.
- To complete any additional duties commensurate with the level of the post which may be required from time to time as reasonably directed by the Head of School.

Other

- We will always consider a flexible approach to working –just ask at interview
- Any other reasonable duties requested by Head of School.
- Attend relevant meetings as required, acting as a role model consistently promoting the Trust's vision, values and commitments.
- Acting as an ambassador ensuring that the Trust's high standards are promoted at all times.
- A commitment to maintaining confidentiality and discretion inside and outside work

PERSON SPECIFICATION

Category	Essential	Desirable	Method of assessment
Qualifications, Education, training	<ul style="list-style-type: none"> GCSE English and Mathematics up to GCSE grade 4 or above. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Application form Certificates
Relevant Experience		<ul style="list-style-type: none"> Experience working within a care based environment 	<ul style="list-style-type: none"> Application form Interview
Knowledge, skills and abilities	<ul style="list-style-type: none"> Working knowledge of IT systems, including record keeping Strong verbal and written communication skills. Ability to build strong working relationships with all stakeholders Ability to work under pressure and unsupervised on own initiative working to tight deadlines Ability to preserve confidentiality and discretion 	<ul style="list-style-type: none"> Paediatric first aid certificate Knowledge of working with children or adults with complex needs 	<ul style="list-style-type: none"> Application form Interview Task
Our Values	Community: Evidence of working together for a common purpose and encouraging diversity		<ul style="list-style-type: none"> Interview Tasks
	Integrity: Evidence of doing the right things for the right reason		<ul style="list-style-type: none"> Interview Tasks
	Passion: Evidence of taking personal responsibility, working hard and having high aspirations		<ul style="list-style-type: none"> Interview Tasks