Westhaven School

Our vision

Valued, Inspired, Prepared

Our values

We shape our learners to be:
safely independent
confident communicators
respectful citizens
resilient learners
inquisitive thinkers

Our ethos

The Westhaven Way



Information for candidates

About our school

Westhaven School is a maintained community special school for learners aged between 4 and 18 years who have an Education, Health and Care Plan (EHCP). Built on an ethos of family support, personalised learning and commitment to the needs of the whole child, the last 50 years has seen it excel in new enterprises and we have recently expanded in both number and age range.

Our learners have varying aptitudes and abilities; we are extremely proud of all their achievements and progress. Our learners have a range of Special Educational Needs and Disabilities (SEND) including: Autism (ASC); Cognition and Learning needs; Attention Deficit Hyperactivity Disorder (ADHD) and Speech, Language and Communication Needs (SLCN). We seek to ensure that, by the time they leave us, our learners emerge as self-confident individuals able to manage their own learning; equipped with the skills and competencies to successfully take the next steps in their lives.

We are a friendly, happy and caring school, providing a positive, inclusive and enriching educational experience for our young people. We view each of our learners as unique and shape our provision to meet their individual needs and accelerate their progress in a variety of areas e.g. personal, social, academic and well-being. Our commitment to supporting the 'whole' child and their development is underpinned by our strong pastoral systems and our committed and trained staff. At Westhaven we promote inclusion and equality and celebrate diversity.

Our mission statement is 'Valued, Inspired, Prepared'.

What we can offer you:

- A happy, dedicated, supportive and welcoming staff team committed to achieving the best for our learners.
- A caring and supportive special school community that is open to new learning and development.
- Excellent CPD and training opportunities.
- Health and Wellbeing perks including private health care and reward days (on completion of 1 year service)



JOB DESCRIPTION

Post: LSA with 1-1 Medical Responsibilities
Responsible to: SENCO, Head of Upper School and the Headteacher
Pay Scale: JG5

JOB PURPOSE:

The primary purpose of this role is to provide educational and healthcare support for a 1-1 learner with specific medical and learning needs, while enhancing standards of achievement across the wider classroom.

- To provide health care for a learner with health-related needs alongside their learning difficulties
- To support learning for their 1-1 and others in the class when possible
- To ensure good communication with the learner's family with regards to health needs and day-to-day learning
- To provide support for learners, the teacher and the school in order to raise standards of achievement for all
- To encourage learners to become independent learners, to provide support for their welfare, and to support the inclusion of learners in all aspects of school life.

ORGANISATIONAL CONTEXT

The post holder is expected to work effectively with teachers and other support staff to contribute positively to the overall provision for the children within Upper School.

MAIN RESPONSIBILITIES

- To provide day-to-day medical care for a learner with medical needs
- To deliver classroom support for learners as planned and supervised by teachers, demonstrating flexibility and an ability to adapt to the needs of the children
- To be able to model excellent communication and interpersonal skills
- To be flexible and able to adapt to the needs of the learners
- To support the class teacher and team to ensure the smooth running of the classroom, including preparing resources for and delivering lessons and setting out activities and equipment for learning
- To support learners within the setting with their personal care requirements

- To support the class team in ensuring the classroom and outside area is kept clean and tidy
- To contribute comments on EHCP paperwork relating to progress and achievements
- To work with a multi professional team and deliver set programmes to meet the learners needs, such as OT or physiotherapy
- To provide clerical/admin support e.g. photocopying, filing, making phone calls to parents etc
- To actively engage in CPD and learning opportunities

GENERIC ITEMS

- To be familiar with and promote all school policies
- To play a full and active role in the wider school community
- To promote the school's policy on inclusion, equal opportunities and diversity
- To maintain respect and confidentiality in all matters in accordance with school policy
- To undertake any other duties of a similar level and responsibility as may be required by the Headteacher
- To undertake any other duties commensurate with the grade of the post
- To be aware of and understand the Council's Comprehensive Equality Policy and Race Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the policy
- To ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies

WORK CONTROL, SUPERVISION AND WORK PLANNING

Working under the supervision of the Class Teacher and the Head of Upper School

CONTACTS AND COMMUNICATION SKILLS

The post holder will have regular contact with children, families or carers and colleagues. They may occasionally be required to have contact with other professionals from partner agencies. The post holder must have the ability to engage and build relationships with children, colleagues and parents/carers.

QUALIFICATIONS AND EXPERIENCE

(Please see the person specification)

GENERAL

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out.

ADDITIONAL INFORMATION

Some of the work undertaken within the school is of a highly confidential nature. The postholder must at all times maintain confidentiality and should be aware that, given the nature of the services provided by the school they may on occasions be exposed to information that they may find upsetting. Some posts require the post holder to exert more physical effort and or strain than that which is normally used in a standard office environment.







PERSON SPECIFICATION

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Qualification in Literacy and Numeracy equivalent to GCSE Grade 9-4 (A*-C) or Level 2, on the national vocational framework.	NVQ/VRQ Level 2 Teaching Assistant qualification.
WORK-RELATED EXPERIENCE & ASSOCIATED VOCATIONAL TRAINING	Experience of working as a Learning Support Assistant / Health Care Assistant / Health Care Support worker First aid training Experience working with people with medical needs/ other medical experience	Experience as a Learning Support Assistant in a school, mainstream or specialist Working with learners of any age within an appropriate context Experience of using supportive ASD/Speech and

		Language techniques Experience as a Health Care Assistant / assisting learners with their personal care and medical requirements Paediatric first aid
SPECIALIST KNOWLEDGE	Basic ICT skills	Knowledge of Google Suite Confident in using the G-Suite IT package Knowledge and experience of PECs, Makaton and Widgit symbol
JOB RELATED SKILLS	Excellent and effective communication skills Full UK Driving Licence	Access to a reliable, roadworthy personal vehicle insured for business use.
PERSONAL SKILLS	Ability to work flexibly within a team and motivate learners. Demonstrate a positive attitude with a sense of humour. Reliability, motivation and resilience under pressure. Attendance at directed times. Willing to support in a range of outdoor / physical lessons including Land Based Studies (Gardening), Duke of Edinburgh, Swimming, Horse-riding	Knowledge of ● Child Protection procedures ● SEN code of practice Occasional attendance at events beyond school hours, by agreement. Animal lover
SPECIAL WORKING CONDITIONS	May be required to use safety intervention techniques after receiving appropriate training.	
OTHER	Satisfactory enhanced DBS disclosure certificate (relevant applications and	Flexibility to work across the school as the need arises

	checks will be carried out before any job offer is confirmed)* Secure understanding of safeguarding	

