



## **Level 2 Care Assistant** Tees Valley Education

**Job Ref: PPA161**



---

**TEES VALLEY**  
**EDUCATION**  
[www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk)

---



Dear Applicant

Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley academies believe in excellence as a birth right. All children, regardless of circumstance, have an entitlement to a world class education. The Academy Head Teachers operate in an atmosphere of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly believe there should be “no excuses or barriers!” in education.

All of the academies are located in areas of significant deprivation and its leaders are passionate about the difference education can make to children’s lives.

Therefore, if you are successful, you will be joining a brilliant team. All of our staff, regardless of their role, work together to ensure that our children are provided with the best education possible.

As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be enabled to develop both personally and professionally.

Enclosed with this recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, then please make sure that you complete the application form fully. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

**Katrina Morley**

Chief Executive Officer and Executive Head Teacher of Pennyman Primary Academy

## ADVERTISEMENT

### Care Assistant

Pennyman Academy



**TEES VALLEY**  
**EDUCATION**  
[www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk)

**Job Title:** Level 2 Care Assistant (two people required)  
**Required:** January 2022 or as soon as possible  
**Job Reference:** PPA161  
**Closing date:** Friday 26<sup>th</sup> November 2021 at 9:00am  
**Location:** Pennyman Primary Academy, Fulbeck Road, Middlesbrough  
**Level Salary:** NJC SCP 4-5 £18,933-19,312 (Actual Salary £13,543-13,814).  
**Status:** Permanent  
**Hours:** 30 hours per week, term time only + plus 10 days (PD Days and holiday club)  
**Reporting to:** Deputy Head of Academy for SEND and Inclusion

Pennyman Academy is seeking to appoint two pro-active, enthusiastic, energetic and reliable Care Assistants to join the Tees Valley Education Trust and form part of the academy Care Team. This position would be to work with a range of children, some of whom have mild to more complex medical and care needs, across the primary age range. As a Care Assistant, you will support pupils with their day to day personal care needs and work alongside other professional staff to further pupils' personal independence skills. Daily tasks may include:

- Assisting pupils in implementing their own personal care programmes during the school day, specifically in relation to practical support for
  - Personal hygiene;
  - Toileting, intimate and continence training; and
  - Eating and drinking.
- Provide practical assistance in relation to other identified physical needs e.g. Transportation, dressing, transferring, lifting and handling, administration of medications including supporting pupils with eating and drinking.
- Recording and reporting on care needs.

In return, we can offer you the opportunity to join a successful academy within a well-established trust with full training opportunities provided which are aligned to the role. Both the trust and academy have a strong inclusive ethos and an inherent drive for quality. Pennyman Academy is dedicated to delivering outstanding inclusive practice through a culture of co-production, experiential learning and growth, where parents and professionals work together to support the holistic development of the child. Our children are proud academy citizens, care for each other, are focused on learning and enjoy coming to school. We have an incredibly strong team and thrive on working together to improve access to education and outcomes for our children.

Applications are invited from prospective candidates who are able to demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

---

For a conversation with the Deputy Head of Academy about the post, please contact the academy office on 01642 314750 and leave your name and number and he will contact you directly.

Application packs can be downloaded or printed directly from the Trust website [www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk) or requested from the academy. Only applications on the Trust's official application form will be accepted.

If you are submitting your completed application form by e-mail via [Recruitment@tved.org.uk](mailto:Recruitment@tved.org.uk) please be aware that the academy cannot be responsible for any formatting anomalies when printing. Hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Mrs Louise Stogdale:

Pennyman Primary Academy  
Fulbeck Road  
Middlesbrough  
TS3 0QS

If you have any queries about the application process or the position please feel free to contact Geovanna Waters, Academy Business Manager, on 01642 314750.

Closing Date: **Friday 26th November 2021 at 9:00am**

Shortlisting: **Friday 26<sup>th</sup> November 2021**

Interviews: **Week commencing 29<sup>th</sup> November 2021**

## JOB DESCRIPTION

Assisting in the domestic care and general welfare of pupils in respect of personal hygiene programmes and at meal times, using specialist equipment where necessary and ensuring at all times that the care team observe and promote the children's choice, independence, dignity and privacy.

## MAIN DUTIES AND RESPONSIBILITIES

- To ensure that pupils are taken to the toilet /hygiene room to have their personal care needs met.
- Work as part of a team in the development of personal care programmes for pupils and to administer medication.
- Assist pupils in implementing their own personal care programmes during the school day.
- Provide practical assistance in relation to other identified physical needs e.g. Transportation, dressing, and meal times including supporting pupils with eating and drinking.
- Keep records related to personal care in conjunction with the appropriate teacher.
- Maintain and clean personal care equipment and materials, clothing etc. Maintenance of toileting supplies. Set up, clean and clear dining room tables and lunchtime equipment.
- Provide personal assistance to identified pupil/pupils in physical/practical activities e.g. Physical education, cookery, break time, lunchtime activities, school visits, therapeutic treatments and physical management programmes organised by the school etc.
- Participate in staff meetings, in service training and courses.
- Work in co-operation with other keyworkers/professionals involved in supporting the pupil's educational and health care needs under the guidance of the class teacher.
- To give non-discriminatory care and support that values the diverse and unique qualities of each pupil seeing the whole child and not merely their care needs.
- To follow the instructions of the care and support plans for each individual pupil ensuring that pupil dignity is paramount at all times.
- To safely use specialist equipment in accordance with the general training and guidelines provided.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of permanent nature should be incorporated into the job description in specific terms.

## SUPPORT FOR THE SCHOOL

- To maintain accurate records in respect of care and medication support given and tasks undertaken.
- Work within the framework of the school's agreed policies and procedures.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school including wearing appropriate clothing and using protective equipment provided
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at break time/lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

The job holder may be required to work across the academy group.

The job holder will be required to undertake additional training e.g. first aid, Positive Handling.

<b>PERSON SPECIFICATION</b>		
<b>QUALIFICATIONS</b>		
Have, or be willing to undertake, a range of care and health accreditations including: administration of medication, epi-pen and Bucclam/Midazolam administration.	A, I, R	E
Have or be willing to undertake safe manual handling and hoisting training.	A, I, R	E
Paediatric first aid	A, I, R	D
<b>EXPERIENCE</b>		
Experience of working with children with SEND in a care capacity	A, I, R	E
Experience of working in a school or similar environment in the primary phase	A, I, R	E
Experience of supporting pupils with challenging behaviour	A, I, R	D
<b>KNOWLEDGE, ABILITIES AND SKILLS</b>		
Ability to care for children while maintaining personal dignity at all times	A, I	E
Ability to relate well to children	A, I	E
Basic understanding of child development	A, I, R	E
Ability to work as part of a team, following instructions and on own initiative	A, I, R	E
Good communication skills	A, I, R	E
Ability to relate well to parents/carers	A, I, R	E
Ability to use time effectively to enable work to be prioritised, accurate and for deadlines to be met	I, R	E
Knowledge of the concept of confidentiality	A, R	E
Understanding of and commitment to safeguarding and protecting the welfare of children and young people	A, I, R	E
Knowledge and experience of a range of strategies to support children with SLD and complex needs such as: PECS, Makaton, Eye Gaze, Sensory Integration	A, I, R	D
Working knowledge of classroom roles and responsibilities	A, I, R	D
First Aid Certificate	A	D

**Important:** In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.

## EQUAL INFORMATION AND OBJECTIVES STATEMENT

As an academy we ensure that our vision, values and ethos meet the expectations of the equality and diversity guidelines and legislation set out by the Equality and Human Rights Commission. This includes the following 9 protected characteristics:

1. Age
2. Disability
3. Gender
4. Reassignment
5. Marriage and Civil Partnerships
6. Pregnancy and Maternity
7. Race
8. Religion or belief
9. Sex
10. Sexual Orientation

### **Objectives**

1. To support children's sensory, academic and communication skills to enable them to develop holistically.
2. To ensure high expectations across all aspects of the academy (as outlined in objective 1) to ensure children make the best progress according to their individual starting points.
3. To continue to monitor attendance of all groups of children in the academy.
4. To review levels of parental and pupil engagement in learning and academy life, across all activities and ensure equality and fairness in access and engagement.
5. To ensure the academy environment is as accessible as possible to pupils, staff and visitors.

## SAFEGUARDING CHILDREN

The Trust, and its academies, are committed to Safeguarding and Promoting the Welfare of all children. We recognise that some children may be especially vulnerable to abuse e.g., those with Special Educational Needs, those living in adverse circumstances.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

### **Working Together to Safeguard Children DfE 2018**

The Trust pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2018'. Anyone who works for the Trust, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking checking details with the Disclosure and Barring Service.

### **Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Candidates should be aware that all posts in Tees Valley Education involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered 'not applicable' if your duties have not brought you into contact with children or young people.

## EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust’s Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted.

### Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

As part of the DBS application and as a form of identification, all candidates invited to interview must bring the following documents:

**Route 1** – 3 documents (at least 1 must be from Group 1, the other 2 can be from any group).

**Route 2** – 3 documents (1 from Group 2a and 2 from 2a or 2b, plus External ID check)

One document must confirm the applicant’s date of birth and another confirm the current address. In addition to the above, if you are successful, you will be required to conduct an external ID check, (this is an automated process completed online).

**Route 3** – 5 documents (birth certificate and 4 other documents - 1 from 2a and 3 from Group 2a or 2b). One document must confirm the applicant’s current address.

Group 1 – Primary Identity Documents	
Current valid passport (UK or overseas)	Biometric Residence Permit (UK)
Current driving licence - photocard & counterpart (where applicable). (UK, Isle of Man, Channel Islands and EU – full or provisional)	Birth certificate – issued at time of birth (UK, Channel Islands – including those issued by UK authorities overseas)
Adoption Certificate (UK & Channel Islands)	
Group 2a – Trusted Government Documents	
Current driving licence - photocard (UK and overseas)	Current driving licence – paper (UK and EU)
Birth certificate – issued any time after birth (UK & Channel Islands)	Marriage/civil partnership certificate (UK & Channel Islands)
Fire Arms Licence (UK & Channel Islands)	HM Forces ID Card (UK)
Group 2b – Financial & Social history documents	
Mortgage statement (UK or EEA)	P45/60 Statement
Bank/Building Society Statement (UK)	Council Tax statement
Credit Card Statement (UK or EAA)	Work Permit/Visa (UK)
Financial Statement, e.g. Pension, investments (UK)	Sponsorship letter from employer (outside UK)
Benefit statement, e.g. child allowance, pension (UK)	Utility Bill
EU National ID card	Cards carrying PASS accreditation logo
Letter from Head Teacher or Principal	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands), e.g. from the Department for Work and Pensions, the Employment Service, HMRC, Job Centre, Social Security, etc.	
ID validation must be attempted in order. If you are unable to validate via Route 1, move to Route 2, if unable to validate Route 2, move to Route 3.	

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

---

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

#### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

#### **General Data Protection Regulation**

Refer to our privacy policy on how we will process your personal data including how you can request to access your personal data via Tees Valley Education website: <https://www.teesvalleyeducation.co.uk/>

## HOW TO APPLY

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

An application form is attached. Application packs can be downloaded or printed directly from the Trust website [www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk) or requested from the academy. Only applications via the Trust's official application form will be accepted. Please do not submit a CV as substitute for part or full application form, the information will not be accepted or considered.

If you are submitting your completed application form by e-mail to [recruitment@tved.org.uk](mailto:recruitment@tved.org.uk) - please be aware the academy cannot be responsible for any formatting anomalies when printing. If you are unable to submit an electronic application form, hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Mrs Louise Stogdale:

Pennyman Primary Academy  
Fulbeck Road  
Middlesbrough  
TS3 0QS

For a conversation with the Deputy Head of Academy about the post, please contact the academy office on 01642 314750 and leave your name and number and he will contact you directly.

For your information, the recruitment timetable is detailed below:

Closing date:	<b>Friday 26th November 2021 at 9:00am</b>
Shortlisting date:	<b>Friday 26<sup>th</sup> November 2021</b>
Interview day 1:	<b>Week commencing 29<sup>th</sup> November 2021</b>
Contract Start Date:	<b>January 2022 or as soon as possible</b>