



**Specialist Medical Learning Assistant (L3)**  
**Pennyman Primary Academy**  
Tees Valley Education Trust

**Job Ref: PPA127**

# WELCOME LETTER FROM THE TRUST



**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 birthright. 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

## Level 3 Specialist Medical Learning Support Assistant

Pennyman Primary Academy



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

<b>Job title:</b>	<b>Level 3 Specialist Medical Learning Assistant</b>
<b>Job reference:</b>	<b>PPA-127</b>
<b>Closing date:</b>	<b>Friday 16<sup>th</sup> April 2021</b>
<b>Location:</b>	<b>Pennyman Primary Academy, Fulbeck Road, Middlesbrough</b>
<b>Level/Salary:</b>	<b>Scale 12-15 £22,183 - £23,541 (Pro-rata to the weeks worked)</b>
<b>Status:</b>	<b>Permanent contract</b>
<b>Required:</b>	<b>Immediate Start</b>
<b>Contract Hours:</b>	<b>37 per week, term time, plus 4 weeks including 5 PP Days</b>

Pennyman Primary Academy is seeking to appoint an enthusiastic and committed Level 3 Specialist Medical Learning Support Assistant to join the academy as part of Tees Valley Education Trust. Pennyman Primary is a vibrant, creative and forward-looking academy keen to employ an outstanding, enthusiastic and experienced Specialist Medical Learning Support Assistant.

We are looking for someone who has a genuine interest in working with children; are interested in their development and learning and have good organisational and communication skills. We ask that all staff working with our children hold qualifications in English and mathematics that are at least equivalent to GCSE grade 'C'. Qualification as a teaching assistant is desirable, though not essential.

Duties will include:

- Assisting children to be successful through supporting excellent attitudes towards learning and behaviour and helping them to access the curriculum;
- Supervising pupils who may be working outside normal timetables or who need 1:1 support outside of the classroom, at playtimes and lunchtimes (including a duty)
- Time allocated each week to allow for oversight of academy care team and pupil care plans, under the supervision of the AHT for SEND and Welfare and SEND Inclusion Manager.
- Working with parents of children with complex medical needs, as part of a multi-disciplinary framework, alongside health and social care practitioners to support the child and the academy
- Undertake annual assessments so that medical competencies can be signed off by registered nurse, in addition to other essential medical training
- Assist with specialist feeding regimes, oxygen management and conditions affecting urology and continence
- Assist with the production of risk assessments and pupil personal moving and handling plans

In return, we can offer you the opportunity to join a supportive and enthusiastic team who are committed to engaging and inspiring children's learning and life chances. We are fully committed to your ongoing professional development and training and for all areas specified in the job description will be provided by the Trust.

We have a strong inclusive ethos and work in partnership with our academies and other stakeholders.

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.

## JOB DESCRIPTION

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally e.g. during short-term absence of teacher or for regular short periods with teacher's planning provided.

The job is carried out using specialist medical skills, knowledge and equipment within a special context, working with children with substantial additional challenges, which may be learning, physical, emotional or behavioural. – The post requires medical knowledge to support children with complex needs both in the academy and as part of after school clubs, breakfast clubs, and holiday clubs and residential trips.

## MAIN DUTIES AND RESPONSIBILITIES

- Assisting children to be successful through supporting excellent attitudes towards learning and behaviour and helping them to access the curriculum;
- Supervising pupils who may be working outside normal timetables or who need 1:1 support outside of the classroom, at playtimes and lunchtimes (including a duty)
- Time allocated each week to allow for oversight of academy care team and pupil care plans, under the supervision of the AHT for SEND and Welfare and SEND Inclusion Manager.
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## SUPPORT FOR THE TEACHER

- Promote positive values through supporting excellent attitudes towards learning behaviour and helping children to access the curriculum
- Work with the teacher to establish an appropriate learning environment to meet the needs of the children
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and behaviour, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating medical and care records
- Support the understanding of the different medical needs that may be in the academy
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Provide general clerical/administrative support e.g. produce worksheets for agreed activities etc.
- Support the work of other Learning Assistants in the classroom

## SUPPORT FOR THE CURRICULUM

- Help pupils to access learning activities through specialist support and equipment
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. Literacy, Maths, Foundation Stage curriculum and make effective use of opportunities provided by other learning activities to support the development of relevant skills

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Determine the need for, prepare and maintain general and specialist equipment and resources

## SUPPORT FOR THE ACADEMY

- 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
- Understand and fully implement the academy's Behaviour Management Strategies
- 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 academy
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in physical intervention training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise classes in the absence of the teacher
- Undertake planned supervision of pupils' out of academy hours learning activities
- Create and manage care timetables to ensure that all children with medical/ intimate care needs receive the appropriate support to allow both their personal and academic needs to be met
- Support members of the care team
- Support the AHT for SEND and Welfare and SEND Inclusion Manager in the care and supervision and updating of care plans
- Supervise pupils on visits, trips and out of academy activities as required
- Provide medical support for pupils with complex needs during academy holiday clubs

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 flexibly between the hours of 8am and 6pm.

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

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

The job holder may be required to plan and deliver before and after school clubs.

TA3 - Experience	<ul style="list-style-type: none"> <li>• Experience working with children of relevant age</li> <li>• Experience of working with children with a range of complex medical needs</li> <li>• Experience of medical support for children with a range of complex medical needs</li> </ul>
Qualifications/Training	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> <li>• Minimum of a grade 'C' in Maths and English, GCSE level or equivalent</li> <li>• Completion of Induction Programme as in academy policy</li> <li>• NVQ 3 for Teaching Assistants or equivalent qualifications or experience</li> <li>• Appropriate first aid training</li> <li>• Up to date medical training</li> </ul>
Knowledge/Skills	<ul style="list-style-type: none"> <li>• Up to date medical qualifications and evidence of using this recently in practice</li> <li>• Can use ICT effectively to support learning</li> <li>• Use of other equipment technology – video, photocopier</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies</li> <li>• Understanding of principles of child development and learning processes</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li><li>• Speak using Standard English</li></ul> |
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**Important:** In the first instance, applications are assessed against the following criteria:

\*overall presentation

\*use of standard English

\*grammatical accuracy

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

PERSON SPECIFICATION		
QUALIFICATIONS	AM	E/D
GCSE grade C or above in English and Mathematics (equivalent qualifications considered)	A	E
NVQ level 3 or above qualification (or equivalent) in a relevant area - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable	A	E
Appropriate first aid training	A I	E
Level 3 teaching assistant qualification	A I R	D
Up to date medical training	A I R	E
Trained in positive handling	A, I	D
EXPERIENCE		
Experience of working with children	A, I, R	E
Experience of working in a relevant classroom/service environment	A, I, R	D
Experience of working with children with a range of complex medical needs	I, R	E
Experience of medical support for children with a range of complex medical needs	A, I, R	E
KNOWLEDGE, ABILITIES AND SKILLS		
Up to date medical qualifications and evidence of using this recently in practice	A, I, R	E
Able to make effective use of ICT (Microsoft Office packages, email and the internet)	A, I	E
Have a working knowledge of how new technologies can be used to support learning	A, I	E
Understanding of relevant policies/codes of practice and awareness of relevant legislation particularly in relation to supporting children with medical needs, life limiting and life threatening conditions in an education setting	I, R	D
Ability and willingness to prepare and display children's work to a high standard	A, I, R	E
Ability to relate well to children	A, I, R	E
Basic understanding of child development and learning	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 including the use of standard English	I, R	E
Ability to relate well to parents/carers	A, R	E
Ability to supervise and assist groups and classes of children in the absence of the teacher	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
Working knowledge of classroom roles and responsibilities	A, I, R	D
Knowledge of the concept of confidentiality	I, R	E
First Aid Certificate	A	D
Ability to assess children's development	A, I, R	D
Experience of tracking interventions and monitoring impact of these	A, I, R	D
Be able to plan and deliver structured learning activities and after school activities for individuals and groups of children	A, I, R	D
Energetic, highly motivated, with an inquiring mind and passion for helping children succeed	A, I, R	E
Ability to self-evaluate learning needs and actively seek learning opportunities	I, R	E
Ability to support and train other staff and trainees	A, I, R	D
Commitment to safeguarding and protecting the welfare of children and young people	A, I, R	E

E – Essential      D - Desirable

AM (Assessment Method) - A - Application Form, I - Interview, R – Reference

## 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.

## 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.

### **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 CRB checks and 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.



## 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 EEA)	Work Permit/Visa (UK)
Financial Statement, eg Pension, investments (UK)	Sponsorship letter from employer (outside UK)
Benefit statement, eg child allowance, pension (UK)	Utility Bill
EU National ID card	Cards carrying PASS accreditation logo
Letter from Headteacher or Principal	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands), eg 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.	

Failure to meet any of the above routes may mean that you will be sent for fingerprinting by the Police which you should be aware is likely to cause delay to the DBS application process and subsequently the recruitment process.

**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 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.

## **HOW TO APPLY**

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.

Show rounds can be arranged, following socially distancing guidelines, by appointment with the academy office on the following dates **Tuesday 13<sup>th</sup> April. Wednesday 14<sup>th</sup> April and Thursday 15<sup>th</sup> April at 3.30pm**

**Closing Date: Friday 16<sup>th</sup> April 9.00 am**

**Shortlisting: Friday 16<sup>th</sup> April 2021**

**Interview Date: Friday 23<sup>rd</sup> April 2021**

Hand written or electronic printed copies of the Tees Valley Education application form should be posted or hand delivered to the following address for the attention of Mrs Louise Stogdale, Head of Academy. Please be aware that if you are sending your application by e-mail, the Trust cannot be responsible for any formatting anomalies when printing.

By post: Tees Valley Education, Pennyman Primary Academy, Fulbeck Road, Middlesbrough TS3 0QS.

By E-mail: [recruitment@tved.org.uk](mailto:recruitment@tved.org.uk)

If you have any queries about the position or the academy and the trust, please do not hesitate to contact the academy direct on 01642 314750 or e-mail [pennyman@teesvalleyeducation.co.uk](mailto:pennyman@teesvalleyeducation.co.uk)

[www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk)