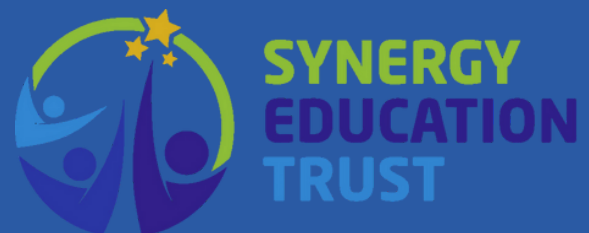


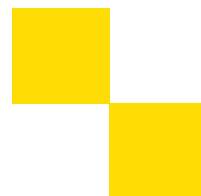


# Special Support Assistant

Highfurlong School,  
Blackpool



# Welcome



**Greetings and warm regards,**

**I am delighted that you have expressed an interest in the post of Special Support Assistant at Highfurlong School. I hope that after considering all the information you will make an application.**

Highfurlong School is a 2-19 special school academy in Blackpool, with 105 pupils on roll (increasing in September to 130), with a wide range of physical and medical needs and severe and complex learning difficulties.

In April 2024 Highfurlong became an academy joining the newly formed multi academy trust- Synergy Education Trust with other Blackpool schools.

The mission at Highfurlong is to improve the life chances of all of our young people within our supportive family of schools, providing opportunities to allow young people to achieve beyond expectation, regardless of background, need or prior attainment.

We are determined and passionate to ensure that all of our staff are supported and trained to make a first class provision for all of our young people.

Synergy has six key values that underpin our work and ethos:

- Inclusive Provision
- Empowering Individuality
- Innovation
- Honesty
- Respect
- Collaborative Working

We are looking to recruit a dedicated support assistant to join the Highfurlong Team. They will be passionate about helping every pupil to achieve their potential and ambition, whilst leaving no child behind and will hold safeguarding central to all the systems, processes and strategies at school.

I hope you are excited by the prospect of this post. If you require further information or have any questions about the role please contact Jasmine Short- Head of School on 01253 392188.

Wishing you every success on the submission of your application

Warm regards,

**Susan Strother**

Chair of Trustees, Synergy Education Trust



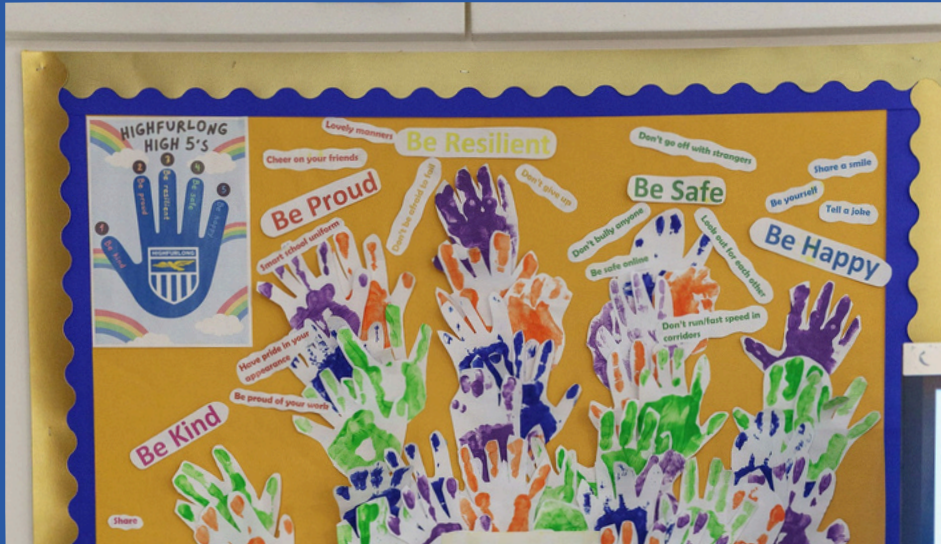
**[www.seteducation.org.uk](http://www.seteducation.org.uk)**

A young boy with blonde hair, wearing a dark blue school uniform, is standing in a classroom and interacting with a large digital display. He is pointing at the screen with his right hand. The screen shows various educational content, including a diagram of the human body and some text. In the background, there are shelves with books and other classroom materials. The image is set against a blue background with a yellow cross-like graphic on the right side.

# About Highfurlong School

We are seeking to appoint a Special Support Assistant to work as part of the professional intimate personal care team across the full age range of children in school (2-19 years, male and female). To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Highfurlong is a 2 – 19 Special School Academy in Blackpool with nearly 105 pupils on roll, with a wide range of physical and medical needs and severe and complex learning difficulties. We are an Outstanding School, and we are keen to recruit a Special Support Assistant who can uphold our high standards and expectations and support us in our journey to improve every day.



# Vision and Values

Our child first ethos underpins everything that we do. Through all areas of our work we strive to **Inspire** our pupils, **Challenge** them to be the best that they can be, and **Believe** in them. As such, the vision for this school is very clear;

‘We **inspire** the Highfurlong family to be the best they can be

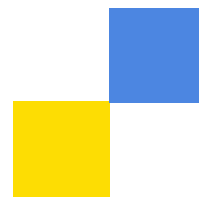
Our bespoke curriculum provides **challenge** in all areas of education and development for the pupils

We **believe** everyone can flourish in our warm and friendly school’

This vision is realised through a skilled and dedicated staff body. The Highfurlong team consists of school employees, colleagues from the NHS and private therapy groups, the Local Education Authority, local and national partners and dedicated Governors. and Trustees The 2018 Ofsted inspection report commented that the “staff team and governors are deeply committed to ensuring that pupils receive high-quality education and this commitment permeates everything you do”



# Benefits of working in the Trust



## Vision

At Synergy Education Trust we pride ourselves on being an employer that continually invests in our employees as we know that it is our staff who will ensure that we meet our vision. As a new Trust, we are currently designing and building our offer for staff which is a priority for Trustees and the Central Team.

## Current Benefits

- 01** Employee Assistance Programme  
Our programme is run by Health Assured and provides a support line for staff to access a range of practical and emotional help 24/7. This includes counselling, financial, legal and practical support from qualified professionals. There is also access to an online health and wellbeing resource, as well as face to face counselling as required
- 02** Pensions  
You will have the option to join the Teachers' Pension Scheme, which is a defined benefit scheme that provides a guaranteed income pension for teachers in England and Wales
- 03** Pay Progression  
As well as any nationally agreed pay award (a salary increase linked to inflation), our employees also have access to pay progression in accordance with the pay scale for the role.
- 04** Continuous Professional Development  
a strong commitment to continuing professional development, as an accredited CPD training investor provider, with regular training opportunities

# Job Description



**Special Support Assistant, Grade D, 32.5 hours per week,  
Term time only (plus 8 days) Salary £18,696.53**

## **Purpose of the role**

To work as part of the professional intimate personal care team across the full age range of children in school (2-19 years, male and female). To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

## **Responsibilities**

1. Attend to pupils' personal needs including toileting, hygiene, dressing and feeding, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
2. Work with individuals or groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
3. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional
4. Support pupils to understand instructions support independent learning and inclusion of all pupils
5. Support the teacher in behaviour management and keeping pupils on task
6. Physically assist pupils in activities (may involve hoisting/lifting, where mobility is an issue)
7. Requires the regular manoeuvring of pupils with severe physical disabilities.
8. Prepare and clear up the learning environment and resources and contribute to maintaining a safe learning environment, including photocopying, filing and the display and presentation of pupils' work.
9. Responsible for the careful and safe use of specialist equipment e.g. standing frames, sensory equipment
10. Maintain confidentiality and adhere to safeguarding procedures
11. Working with individuals, small groups and/or whole classes of pupils where work is regularly interrupted, which requires switching from one activity to another.

## **Special Support Assistants at this level may also:**

1. Administer medication in accordance with an agreed plan under direct supervision of healthcare practitioner and following appropriate training use of gastrostomy tubes and PEGS for feeding
2. Record basic pupil data
3. Support children's learning through play
4. Assist with break-time supervision including facilitating games and activities
5. Assist with escorting pupils on educational visits
6. May demonstrate own duties to new or less experienced staff.

# Person Specification

Special Support Assistant, Grade D, 32.5 hours per week, Term time only (plus 8 days) Salary £18,696.53

## **ESSENTIAL CRITERIA**

- Good literacy and numeracy skills (Minimum requirement level 2 Functional Skills or GCSE English Grade C/4)
- NVQ level 2/ similar qualification in relevant field
- An excellent report from placement or previous employer
- Knowledge of SEND
- Experience of working in personal care (showing empathy and respect when involved in intimate personal care)
- Commitment to the development and maintenance of good relationships with staff, parents, pupils, governors and the community.
- Ability to work individually or as part of a team
- Good communication skills
- Commitment to continuing professional development
- Demonstrate flexibility appropriate to circumstances
- Communicate enthusiasm and energy
- Believe passionately that every student can succeed and even exceed their potential

## **DESIRABLE CRITERIA**

- Recent and Relevant CPD or INSET experience
- Recent experience of working with young pupils with SEND (preferably within a education environment)
- Knowledge and appreciation of strategies to support children with additional needs

# Next steps;



## Application information

- 01** Closing date for all applications is Friday 24th May. All application forms to be sent to [recruitment@highfurlong.blackpool.sch.uk](mailto:recruitment@highfurlong.blackpool.sch.uk)
- 02** School visit day: Thurs 23rd May 10.30 or 1.30. Please book in advance.
- 03** Interviews will take place on Monday 3rd June
- 04** Start Date : 1st July 2024

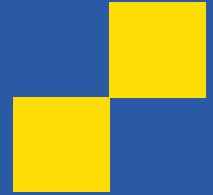
## Safeguarding Information

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications. As a part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the school and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed onto the recruitment manager and discussed during interview. We are deeply committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

All necessary safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: Keeping Children Safe in Education, 2023 – KCSIE 2023.

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. No applicant will be disadvantaged or discriminated against because of the protected characteristics under the Equality Act 2010.





**For further information please visit our website at:**

**[www.highfurlong.org](http://www.highfurlong.org)**

