St. Rose's
Inspiring Education, Therapy & Care

Care Assistant - Application Pack

St Rose's School, St Martin's Post 19
& St Rose's Nursery

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Dear Candidate,

Thank you for your interest in the role of Care Assistant at St Rose's.

I am very pleased that you are interested in working for us and hope this recruitment pack provides you with all the necessary information that you may need at this stage in the recruitment process.

We are extremely proud of what we are able to offer our students. The education, therapy and care staff work closely to ensure the best outcomes for our children and young people. Everyone at St Rose's and St Martin's strives to ensure the provision we offer gives our students a rich curriculum and learning experience tailored to suit their individual needs so that they can achieve their learning potential.

Our vision is to be an exceptional specialist school and college delivering the highest quality of education, therapy and care for children and young people to enable them to achieve their maximum independence and develop as valued members of society.

We are ambitious about equality, diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description.

St Rose's is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The St Rose's website provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact Jo Pearch, Lead Nurse Jo.Pearch@stroses.org.uk or Scott Townson, Care Manager Scott.Townson@stroses.org.uk for further information. We welcome requests for informal visits prior to applying for the role. Please send completed application forms to joiningourteam@stroses.org.uk

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

S. Talwar

Sheila Talwar
Principal

St Rose's

St Rose's is the organisational name in which St Rose's Special School, St Martin's College and Residential Care sits within, working on the same site and sharing some facilities.

St Rose's School

St Rose's offers education to children and young people in early years (ages 2–5); main school (ages 5-16) and sixth form (ages 16-19). We believe in education without barriers and, accordingly, each child/ young person follows an individual curriculum that is adapted and modified to suit their needs. This is delivered in a range of facilities, some of which are dedicated to the specific provision, and some that are shared. Students also benefit from partnerships with other providers (including mainstream schools and FE colleges).

Staff across the organisation are committed to helping every student learn and achieve; they seek to provide opportunities that allow each to be challenged to develop their full potential and acquire their own sense of independence. A key aspect of St Rose's provision is the way that staff work 'seamlessly' together to refine their approach with each student. Our curriculum provision is constantly being evaluated and student progress monitored so that we can be confident that we are providing the best experience for each child/ young person. ICT (information communication technology) provides an important range of tools to support this, and staff are skilled in helping students learn to use assistive technologies to maximise their learning and progress.

Student progress and achievement is shared with parents and professionals (where appropriate) in a range of ways including Individual Plans (a document combining an Individual Education Plan and an Individual Therapy Plan); care plans; person-centred annual review meetings; parents' consultations, written reports and a home-school communication book. Parents and carers play an important part in helping their son/ daughter to achieve their potential and are encouraged to be in regular contact with staff so that the changing needs of each young person can be addressed. A parents' forum and focus group both offer important channels of communication.

St Martin's College

At St Martin's our aim is to develop the skills and knowledge our students need for the future so that they can lead fulfilling lives in their long-term destinations and our personalised approach ensures our students prepare for adulthood and achieve as much independence as possible.

There is a strong focus at St Martin's on making the college experience an enjoyable one whilst enabling our students to develop life skills and independence. We want them to benefit from everything on offer and our activities are student led whenever possible.

Residential care

Being away from home is a big challenge and we strive to create an environment that reassures children and young people by working closely with their families and carers prior to them staying. They are confident that their needs will be met in a family-oriented setting, where everyone is valued.

Residential students and their families have the added reassurance of daily nursing support.

The dedicated, caring and highly trained staff at St. Rose's and St Martin's work closely together, endeavouring to provide new activities and opportunities to inspire the children and students to achieve their optimum level of participation and independence. They are encouraged to take responsibility and be involved in their care programmes at whatever level is appropriate to them. We provide person-centred programmes where individual needs guide the specialist support the students receive.

Students are able to use the excellent onsite facilities during their residential stays. These include the hydrotherapy pool, sensory garden; use of a full-sized trampoline for rebound therapy to name but a few. The grounds are extensive and wheelchair accessible, allowing students to enjoy the outdoors whenever they want to.

St Rose's Vision, Mission, and Values Statement

Our Vision:

To be an exceptional Catholic specialist school and college delivering the highest quality education, therapy and care for children and young people, to enable them to achieve their maximum independence and develop as valued members of society.

Mission:

Working together, to help each student flourish educationally and spiritually, to reach their full potential in a Christian community and believe in their worth as children of God.

Values:

Community, Compassion, Courage, Challenge, Hope, Peace, Perseverance, Respect, Inclusion and Understanding.

St Rose's Special School Staff Benefits

St Rose's Special School recognises that our staff are our most important asset, and we are aware that the quality and commitment of our staff is critical to our success. We offer all our staff the following staff benefits:

- A comprehensive induction training package to deliver the care and support our children and young people need
- A supportive ethos and well-being of all staff
- Employee Assistance Programme through Care First
- Employer contributions to Nest Pensions or Teachers Pension Scheme
- Excellent CPD opportunities and career progression
- Free meals for care staff working evenings and weekends.
- Free parking
- Free use of our hydrotherapy swimming pool on a Monday evening (term time only)
- Non-teaching staff salaries are in line with NJC bands and NHS Bands
- Paid study support (criteria applies)
- Subsidised fees for our on-site Nursery
- Subsidised lunches
- Very generous annual leave entitlement for non-teaching staff equating to 30 days plus bank holidays (pro-rata for part time or term time only posts)
- Joining Reward of £100 after successful completion of 6 months probation and a further £100 after first year of employment.

Terms and Conditions

Line Managed by:	Care Management Team member
Line Management:	Not Applicable
Contract:	Permanent
Salary:	Salary calculated in line with NJC pay scale, Enhanced grade 4 Points 7-10 £27,723 - £29,079; £14.41 - £15.11/hr Enhanced rate for unsocial hours between 6pm and 10pm week days, 8am to 10pm weekends (starting salary and pay points will be aligned with relevant regional NJC spine on appointment)
Hours of Work:	To be discussed at interview
Medical Questionnaire:	The appointment is subject to a satisfactory medical questionnaire
Superannuation:	All staff (where applicable and when they meet pension requirements) are automatically enrolled into either a NEST Pension or a Teachers Pension Scheme
Holiday Entitlement:	For term time only staff, six weeks holiday will be incorporated into the number of weeks you are paid in the year.
Probation Period:	New staff are required to complete a four month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description

Care Assistant

Job Purpose

To support students in our residential setting and school/college. Providing personal care, assisting with eating, and drinking, and moving and handling are all important aspects of this role.

General Duties

To help our students to fulfil their intellectual, spiritual, physical, creative, social, and emotional potential by helping to provide an interesting and positive care environment in which they can feel comfortable, secure, and able to thrive.

Caring duties:

- To enable delivery of a welcoming, and caring environment, informal in nature whilst upholding the highest standards in care, whilst ensuring the care and support given is tailored to the individual needs of each student
- Perform specialised procedures associated with the students' particular needs, for example personal and intimate care, administration of medication, care during a medical emergency i.e. during a seizure, manual handling, and use of manual handling equipment
- To act as a key worker to a student and advocate for them as required. To ensure their support plan is regularly reviewed and kept up to date
- To provide the Care Management Team with monthly key worker reports and to maintain the students' daily blogs
- To undertake activities necessary to meet the physical and emotional needs of our students, including supporting in the hydrotherapy pool
- To promote maximum independence, encouraging each student to have a positive attitude about themselves and their abilities
- To maintain the high standards within the care team by working effectively as a team member, using initiative, and contributing any skills, knowledge, opinions, and ideas to tasks
- To consult with school and college staff, and therapists to ensure the best possible care for our students
- To liaise and communicate with parents/carers
- To undertake "sleep-in" duties as scheduled into the work rota and to be available for sleep-in duty in the event of an emergency
- To work on a rota basis and be flexible and adaptable enough to work with students of all ages wherever required with St Rose's, as requested by the Principal or a member of the Care Management Team

Standards and Quality Assurance:

- To always represent St Rose's in a professional and positive manner
- To promote and maintain professional, collaborative, and supportive working relationships across all teams and external partners
- To prepare for and proactively participate in supervision and annual performance and development reviews (PDR)
- To support the quality assurance agenda by collaborating closely with senior staff to ensure standards are met in the following areas:
    - Key lines of enquiry of the Care Quality Commission and Ofsted's National Minimum Standards for residential special schools
    - Infection control
    - Medication
    - Safeguarding children and vulnerable adults
    - Equality, Diversity & Inclusion

- Incidents and risk
- Health & Safety
- Concerns, complaints, and compliments

Housekeeping duties:

- To assist in tidying rooms, ensuring the residential facilities are maintained to high levels of cleanliness and safety
- To assist with the preparation of meals and the cleaning up of the dining room and kitchen as and when required
- To assist with laundry duties

Administration duties:

- To ensure accurate record keeping is maintained
- To ensure all episodes of care are accurately documented
- To be conscientious and careful in the maintenance of accurate records of all types and ensure confidentiality is respected and always protected
- To ensure personal training records are kept up to date
- To ensure own knowledge and skills are maintained whilst highlighting any gaps in training and knowledge to the Care Management Team

Other responsibilities:

- To adhere to St Rose's policies on Quality, Equality, Diversity & Inclusion, Health & Safety, Safeguarding, E-Safety and Acceptable Use
- To maintain data protection and confidentiality at all times
- To contribute to the overall ethos/work/aims of St Rose's and maintain good communication with all stakeholders
- Present a positive personal image, contributing to a welcoming environment and treat all users of St Rose's with courtesy and consideration
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job as required by the Principal or Vice Principal or staff with delegated responsibility

Special notes or conditions:

- We are committed to safeguarding and promoting the welfare of students and young people and expect all staff and volunteers to share this commitment. The post will be subject to an Enhanced DBS to satisfy safeguarding requirements
- The post holder will be required to fulfil their role adhering to St Rose's Safeguarding policy and report any concerns in line with this to the Designated Safeguarding Lead or relevant body
- To fulfil duties and use equipment safely, the post holder will need to adhere to the St Rose's Acceptable Use policy
- Strict confidentiality should always be observed in line with our Confidentiality policy

Signatures:

- This job description is current at the date below but will be reviewed periodically and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.
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- Signature of Employee: Date:
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- Signature of Principal: Date:

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and experience:		
	Working towards a Level 3 qualification in Health & Social Care or willingness to work towards certification	Experience working with children/young people with special educational needs (SEN) Experience providing personal care and moving/handling of children and young people with SEN Experience of supporting people with complex health needs
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	A champion of positive teamwork culture Passionate about the role and caring for children and young people Ability to build positive and encouraging relationships with children and young people Compassionate, empathetic, encouraging, positive, and patient Capacity to inspire, motivate and challenge children and young people to reach their full potential Excellent communication skills, including active listening skills Ability to remain calm in stressful situations Good IT skills, including email	An understanding of the Care Quality Commission (CQC) quality assurance processes related to care homes An understanding of National Minimum Standards for Residential Special Schools
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements**:**		
	Commitment to deliver high standards of care A flexible approach to working hours	