



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Job Application Pack

Carer (37 hours per week, term time only 39 weeks per year)

Scale 2 NJC pay spinal points 11 £15,207 – 13 £15,941 full time salary per annum.
£12,808,85 - £13,247.10 actual salary per annum based on 37 hours per week for 39 weeks per year.

Fixed term for one year

Closing Date: 12.00 noon Friday 13 March 2015



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Welcome:

Thank you for expressing an interest in a vacancy here at NUSA.

NUSA is a vibrant, improving school, conceived to offer life-changing education and opportunity to the children of its community, on the outskirts of Nottingham City. NUSA is now working in partnership with the Torch Academy Gateway Trust, which has already enabled our 2014 cohort to secure results at Key Stage 4 that went against the national trend, and improved significantly. However, there is no complacency within the academy, and all staff are committed to seeing NUSA fulfil the aspirations of its sponsors and governors.

NUSA's partnerships with the University of Nottingham and Torch allow us to offer a truly unique suite of professional development and career progression pathways. We are fully committed to the continual professional development of all staff, and we are able to offer unique opportunities through collaboration with our co-sponsors, the University of Nottingham.

Thank you for the interest you have shown in working at NUSA and I look forward to receiving your application for the Carer post.

Mark Watts
Head of School



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Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to the Nottingham University Samworth Academy and the tremendous opportunities this school offers the young people of Nottingham.

Our partnership with Nottingham University Samworth Academy began in November 2013, and we have made enormous progress in developing standards across the school. We are dedicated to ensuring that every pupil receives the best possible provision.

We will deliver the community's vision of an outstanding school providing the highest standards of education and care for all children in the local area. We have a proven track record of delivering outstanding education for young people. Our flagship school, Toot Hill, is currently rated 'outstanding' by Ofsted and is in the top 2% of all schools nationally for pupil progress.

The trust is a growing and dynamic multi-academy group based in the East Midlands. We pride ourselves on extensive staff development, progressing and supporting employees to ensure that staff are constantly striving to improve.

Thank you for showing an interest in working at the Nottingham University Samworth Academy and we look forward to receiving your application.

John Tomasevic

CEO of the Torch Academy Gateway Trust



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Application Details

Thank you for your interest in the Carer vacancy at Nottingham University Samworth Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Cate Holmes, Human Resources Officer which clearly demonstrates your suitability for this role. Applications can be submitted via email to recruitment@nusa.org.uk or by post, for the attention of Cate Holmes, to the following address:

NUSA
Bramhall Road
Bilborough
Nottingham
NG8 4HY

Application forms

These can be downloaded from the school website www.nusa.org.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 12.00noon on the closing date of Friday 13 March 2015.

Interview:

Interviews for the role will potentially be held week commencing Monday 23 March 2015. If you have not heard from us within 3 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

NUSA is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. All new staff will be subject to an enhanced DBS check.



Job Description –

NOTTINGHAM UNIVERSITY
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	Department: Administration
Post: Carer (37 hours per week term time only 39 weeks per year)	Date of Issue: February 2015
PART A	

General Responsibilities

1. To promote the corporate image of the academy and high standards of behaviour and courtesy among pupils.
2. To communicate effectively and professionally at all times, in accordance with the Staff Conduct Policy.
3. To provide effective support for teaching staff and pupils.
4. To promote and support implementation of the academy's aims, policies and values.
5. To work flexibly as part of the support staff team to contribute to the smooth operation of the academy.
6. To use the standard computer hardware and software packages where appropriate.
7. To commit to safeguarding and promoting the welfare of children and young people.

PART B

We are looking to appoint a Carer to support individual pupils to meet their care needs as specified in the child's statement and as appropriate to the child's daily needs.

- Meeting the care needs of pupils to ensure they can integrate as best as possible within the academy day.
- Liaising with outside agencies to keep them informed of pupils' progress towards agreed targets.
- Liaising with appropriate staff to ensure we are providing effective and efficient care.
- First aid qualified to administer medication as appropriate.
- Support in class
- Promoting personal care needs, using special manual handling techniques ensure independence and dignity at all times



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- Ensuring good communications and liaising with multi agencies for the benefit of the individual inclusive of; Physiotherapist, Occupational Therapist, Social Care Workers, Incontinence Nurses, School Nurse and equipment facilitators.
- Ensuring good communications with local schools in respect of loaning specialised equipment and services.
- Supporting students in stand aid subject to physical condition, ensuring equipment appropriately meets their needs, using special manual handling techniques and advice from the Physiotherapist.
- Supporting students in long sitting ensuring equipment is appropriately meeting their needs on advice from physiotherapist and Occupational Therapist.
- Monitoring the conditions of class chairs ensuring they are fit for purpose, liaising with the Occupational Therapist of any changes with students or equipment.
- Supporting students who are at risk of choking over dinner and break times, including supporting students to access the restaurant and choosing meals.
- Attend CAF meetings and report to social care in line with safe guarding for individuals.
- Ensuring PPE equipment is available and ordered in time as appropriate.
- Reporting to relevant agencies changes in student's equipment ensuring wheel chair, splints and medication are regularly reviewed and are fir for purpose.
- Keeping good reports and records in line with Care Standards, inclusive of continence reports and body maps.
- Supporting and carrying out duties under the Care Standards Act 2011.



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Nottingham University Samworth Academy

PERSON SPECIFICATION

Job Title: Carer (37 hours per week for 39 weeks per year term time)

	Essential	Desirable
Qualifications		NVQ level 1 in Care
Knowledge and skills	Excellent communication skills and the ability to work well as part of a dedicated team.	
Experience	Experience of working as a carer.	Experience of working as a carer in a school environment or with children.
Personal Qualities	A respectful, courteous and compassionate nature and a willingness to undertake any aspects of care or non care duties. A belief in giving your personal best all times and striving for continuous improvement.	



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Overview of the Trust

The Torch Academy Gateway Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children

Overview of the School

Ethos

The Nottingham University Samworth Academy has a very clear and distinctive ethos. Our culture is highly aspirant, centred on our passionate belief that every child can succeed. We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing high quality learning experiences that motivate students to be the very best they can. High standards and academic rigour underpin our daily work.

We value commitment, independence and courtesy from all of our students. We demand the very highest standards and in return we nurture and respect student ideas and opinions. We explicitly promote leadership skills and offer a range of opportunities for students to take an active role in developing and improving their school. We have a clear message to guide all students in their daily lives; Work hard, be kind.

Achievement

Student achievement is at the very heart of everything we do. We believe that academic and examination success provides the foundation that allows students to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support a range of services are available to ensure every student's success, whatever their individual educational needs.

Our track record at our schools within the Torch Academy Gateway Trust demonstrates our ability to deliver high levels of achievement in a variety on contexts.



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Curriculum

At the Nottingham University Samworth Academy Key Stage 3 students study a two-year programme that covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects, ensuring that every child is taught at a level that matches their ability.

During our three year Key Stage 4 programme most students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign Language and a Humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, ICT, technology and PE supplement the core curriculum.

About the School

The Nottingham University Samworth Academy opened in 2009. Primarily serving the residents of Bilborough, the school is housed in a stunning, state-of-the-art building, with excellent resources.

The academy is the product of a partnership between the University of Nottingham and the Samworth Trust.

In November 2013 the Torch Academy Gateway Trust began working with the Nottingham University Samworth Academy Trust to help develop the school further, ensuring the very best outcomes for all its students.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff will be subject to an enhanced DBS check.

The School has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.