



**WEST KIRBY
SCHOOL &
COLLEGE**

Changing Children's Lives

Candidate Information Pack

For The Role Of:

**Health Care
Assistant**

Closing Date For Applications:
Friday 31st October 9am





 **WEST KIRBY SCHOOL**
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE

Contents

ABOUT OUR SCHOOL	04
WELCOME FROM OUR HEADTEACHER	05
EMPLOYEE BENEFITS	06
THE ROLE	
Role Overview & Application Process	07
Person Specification	08
Job Description	10



ABOUT OUR SCHOOL

Our dedicated staff are committed to 'Changing children's lives, building better futures'.

We achieve this through a consistent approach towards understanding the needs and motivations of children and young people ('CYP'); and through recognising and celebrating their efforts and achievements.

As a non-maintained special school, West Kirby School and College caters for CYP, aged 5-19 years, with a range of complex special educational needs and disabilities ('SEND'). We support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

Our aim is for young people to leave West Kirby School and College with **academic accreditations**, together with developed **social, emotional** and **communication skills**. We achieve this through a structured, supportive learning environment with an individualised curriculum, based on relevant and meaningful learning, where CYP make aspirational progress from individual starting points.

In tandem with this, we promote the development of **life skills, personal wellbeing** and **good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable partnerships.

Our broad approach enables pupils to experience and develop **career pathways** which, we hope, will lead them towards a successful adult life. Due to its location to the North West of the Wirral peninsula, West Kirby is able to offer a wide range of opportunities for community relationships, sports, water recreation and natural history. Liverpool and Chester with their wealth of art, culture and history are within easy reach.

The school is close to the centre of West Kirby village and is 200m from the nearest beach and local marine lake.



WELCOME FROM OUR HEADTEACHER



Dear Candidate,

I am delighted that you are interested in joining West Kirby School & College as a **Health Care Assistant**

I hope that this information pack gives you a flavour of this role and our wonderful school community.

Welcome to West Kirby School and College, a non-maintained special school initially founded over 100 years ago as a hospice for children. Since that time we have grown and developed into the successful school we are today. Times have changed, but we remain enthused by the opportunity to support, enable and develop children and young people towards realising their aspirations.

Ultimately, we want to support each of our pupils towards '**living their best life**'.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

Our **nurturing environment, culture of respect, and promotion of acceptance and diversity** is a backdrop which allows pupils to grow into young adults, who have an understanding of themselves and those around them.

Our **safe and accepting space** also allows pupils to express themselves so they feel part of our **community**. Coupled with this, we are dedicated to working within our community, using our expertise to offer support to local schools, colleges and parent groups in areas of Special Educational needs and Disabilities. We are currently developing a programme of free training and support which will be offered across the Local Authority.

As Headteacher of WKS, I would be delighted to welcome you to the school to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,



Mr Richard Hicks
Headteacher

EMPLOYEE BENEFITS

Looking After You and Your Health

All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:

- ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
- ✓ Get **care planning and social care advice**
- ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
- ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
- ✓ Get access to **physiotherapy** and **mental health counselling support**

School Facilities

You will have access to our **School Gym**

You will also have access to a **free school lunch** – a choice of hot meal, salad bar, sandwiches and wraps as well as a selection of cakes

We offer half-termly **well being afternoons** for our staff where they can take part in a variety of activities such as yoga, golf ... and more!

Building Your Capability

From day 1 of your employment you will be supported with your **Continuous Professional Development**, with a focus on supporting you to build your personal levels of capability; helping you to become the **best version of you that you can be**.

Looking After You and Your Family in the Difficult Times

All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Unum. After 6 months of employment, and through Unum, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

Saving for the Future

All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.

The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

ROLE OVERVIEW & APPLICATION PROCESS

West Kirby School & College is seeking to appoint a dedicated Health Care Assistant

Closing Date For Applications: Friday 31st October 9am

Salary: £2,980.40 - £3,552.39 (pt 15 – pt 18)

Contract: Permanent

Hours: Wednesdays 10:00am – 2:30pm

Role Overview:

We are seeking a committed and compassionate **Health Care Assistant** to join our specialist educational setting. The successful candidate will support pupils with a range of complex needs, ensuring their health, safety and wellbeing are prioritised at all times.

Key responsibilities include:

- Ensuring day to day health and medical care needs of the pupils are met.
- Assist in the administering of drugs and medications within the strict guidelines of all school policy and procedures.
- Deliver the highest standards of medical care and support to the children and young people at the School.

The ideal candidate will demonstrate patience, professionalism, and excellent communication skills.

Application Process:

Application forms and further information can be found via the school website: www.wkrs.co.uk or contact recruitment@wkrs.co.uk. **The school does not accept CVs.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous recruitment checks and an enhanced DBS check.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

PERSON SPECIFICATION

Person Specification – Health Care Assistant

West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • NVQ3 in Health or Social Care/or equivalent • First Aid qualification 	<ul style="list-style-type: none"> • Knowledge of SEN 	<ul style="list-style-type: none"> • Production of the Applicant's Certificates
Experience	<ul style="list-style-type: none"> • Experience of having worked in a school/healthcare environment • Knowledge of children's health needs • Ability to make judgements, with ability to multi-task and keep calm under pressure • Competent to communicate with parents and external professionals 	<ul style="list-style-type: none"> • Experience of working with young people with Special Educational Needs 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional References

PERSON SPECIFICATION (Cont.)

Person Specification – Health Care Assistant

West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Skills	<ul style="list-style-type: none"> • Literacy and numeracy skills • Ability to organise own workload • Ability to communicate routine/information sensitively with confidentiality 	<ul style="list-style-type: none"> • Willingness to develop clinical skills, manage medications competently in keeping with school policy and procedures 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional References
Knowledge	<ul style="list-style-type: none"> • Demonstrates an understanding of the role of HCA • Understand the difficulties of motivating young people with SEN/low self esteem to care for themselves • Basic nursing care, and ability to deal with a medical emergency • Use of ICT/good record keeping 	<ul style="list-style-type: none"> • Knowledge and understanding of ASD and other conditions which have an impact on young people's health • Basic knowledge of medication/immunisation • Willing to undertake training and work towards performance objectives (appraisal) 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional References

PERSON SPECIFICATION (Cont.)

Person Specification – Health Care Assistant

West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Personal Competencies and Qualities	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in responding to challenging behaviours, with the ability to deal with occasional exposure to distressing circumstances or emotional events • Ability to work effectively on an individual basis, and as part of a team • Sense of humour and patience 	<ul style="list-style-type: none"> • Willingness to take part in extra curricular activities • Being involved in health school settings, and other health care projects • Commitment, flexibility and adaptability • Fitness to do the job 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional References

JOB DESCRIPTION

Job Description – Health Care Assistant

West Kirby School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of The Role:

Working under the guidance of the School Nurse, following policy and procedures, to maintain an effective medical and welfare service to pupils and to support staff as required.

Line Management Responsibility to:

School Nurse

Main Duties & Responsibilities:

General:

- Promote and safeguard the welfare of children and young people at the School.
- Deliver the highest standards of medical care and support to the children and young people at the School.
- Ensure Health & Safety Policies and Procedures are promoted and adhered to through best working practices within the Medical Department.

Responsible Either Personally or Through Delegation for:

- Ensuring day to day health and medical care needs of the pupils are met.
- Communicating effectively with pupils, parents/carers and working collaboratively with professionals, giving accurate and appropriate information within your responsibility.
- Supporting pupils who are unwell, distressed or who need practical support with personal care needs.
- Assist in the administering of drugs and medications within the strict guidelines of all school policy and procedures.
- Maintaining accurate records, health care plans and medical files as directed.
- Maintain the medical room as a safe, clean and comfortable environment.
- Order, maintain and record medical stock items.

General Departmental Responsibilities to Ensure Flexibility:

- Be aware of, and update knowledge on young peoples' SEN and any impact this may have on their health care needs.
- Be aware of statutory and school child related policies including health and safeguarding.
- Be aware of School Health Settings, Every Child Matters and SEAL initiatives.





West Kirby School & College
Meols Drive
West Kirby
Wirral
CH48 5DH

0151 632 3201

schooloffice@wkrs.co.uk