



# Health Care Assistant Applicant Pack





***"Together we engage, thrive and achieve"***

**Executive Head Teacher: Lori Ann Mackey MA (Ed)**

**Head of School: Heather Jolly BA (Ed) Hons**

Primary: Sidcup and Crayford / Secondary: Belvedere

<https://www.shenstone-tkat.org/>



Dear Applicant

Thank you for showing an interest in the role of Health Care Assistant at Shenstone School.

We have devised this applicant pack to show you, with pride, what being a member of the Shenstone School community means. Please take time to read through the literature provided, and we would encourage you to explore the school's website and arrange a time for a school tour, as detailed on the job advert page.

Our website can be found at [www.shenstone-tkat.org](http://www.shenstone-tkat.org) and contains further information about our Vision and Values, Policies and Procedures, Health and Well-being, Curriculum Offer, School Development Plan, Ofsted report and highlights what makes Shenstone a truly remarkable school. The school has an ethos of ***"Together we engage, thrive and achieve"***. This is integrated into, and evident in, all we do at Shenstone.

If, after reading through the applicant pack, you still feel as though Shenstone is the place for you, we would welcome you to apply. To do so, please use the application to showcase your experience and how it reflects both the job description and person specification for the role. We want to hear why you are choosing Shenstone School and what you can bring to the role.

If you require any further information or have queries, please do not hesitate to contact the school office at 01322 524145 or via e-mail at [hr@shenstone-tkat.org](mailto:hr@shenstone-tkat.org).

Yours faithfully

**Lori Mackey**  
**Executive Head Teacher**



2022-2025



## About Shenstone School

Shenstone is an all-through school for children and young people with Severe Learning Difficulties (SLD). We work across three sites within Bexley. Two sites are primary (Sidcup and Crayford), and the third site is our growing secondary provision (located in Thamesmead for 2024/25 before moving to a purpose-built new site in Belvedere in September 2025). Exciting times are ahead for everyone at Shenstone School.

Our staff are passionate about providing our students with the best learning opportunities. Working in partnership with parents and carers, we successfully foster and develop a positive attitude in our young people and support them to have opportunities that will allow them to achieve beyond their expectations. The support and guidance students receive from staff give them the confidence to learn independently and strive to achieve their most aspirational outcomes. The school positions itself as a centre of excellence for its students, parents/carers, staff, local authorities and the wider community.

We aim to ensure that all students have the maximum opportunity to participate fully in society to enhance their life chances. We pride ourselves on ensuring that learning remains purposeful but is equally fun. We are committed to supporting the emotional health and well-being of all our students, staff and parents/carers, and we stand by our motto of "Together we engage, thrive and achieve".

We are very proud of Shenstone School and our achievements, which include autism accreditation through the National Autistic Society, The Wellbeing Award for Schools, Outstandingly Happy School status, Move Centre of Excellence Award, National Online Safety Certified School status, and we are also an accredited Arts Award Centre. We continue to expand with new ideas and initiatives to maintain and improve services for students and staff.

Staff at Shenstone School can access the following benefits: excellent induction and probation processes, comprehensive in-house training, competitive pension scheme, employee counselling services, vaccination programmes, on-site mental health first aid team and various other well-being and social activities.





## Shenstone Secondary Build is underway - Ready for Sept 2025!!!



Shenstone School

29 February at 14:41 · 🌐





## About TKAT

Shenstone School is part of the TKAT academy (The Kemnal Academies Trust). TKAT is one of the largest Multi-Academy Trusts in the South and East of England, with 45 Primary and Secondary Academies in the TKAT Family. Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all. Our leaders focus on student progress and attainment and regularly share knowledge, insight and experience. We believe passionately in the power of collaborative working and actively promote school-to-school support.

Our students are at the heart of everything we do, and we strive to inspire learners and change lives as a result of our exceptional educational provision.

Via our website [www.tkat.org](http://www.tkat.org), you can read our Welcome Brochure, which gives lots of information about:

- Our journey so far
- Our vision and values
- Our governance
- Our Executive Team
- Our primary strategy
- Our secondary strategy
- How we support our Academies

### **Working for TKAT:**

In return for working for TKAT, as an employee, you will benefit from

- A wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy,
- Opportunities to work flexibly, where possible.
- Our support for your well-being at work, and
- The rewards of working to improve the life chances of our students.

## What we do well

The following statements have been obtained from staff via questionnaires or feedback requests.

Shenstone has provided me with so many opportunities for progression.

I have settled in well and look forward to coming in every day to work with the amazing team and children at Shenstone.

The induction I received was thorough and the staff on site have all supported me with my ongoing learning within the job.

**Shenstone is one big team**

I felt like I achieved so much.

It is a rewarding job with beautiful friendly staff and children.

I most enjoy working alongside amazing children and being part of a team.

I loved working at Shenstone, the staff were friendly and the children were lovely.

I like working at Shenstone, the SLT and all the staff are lovely.

# Job Advert

<b>Post Title:</b>	<b>Health Care Assistant</b>
<b>Post Location:</b>	Shenstone School <u>Primary School</u> - We have two Primary sites based in Crayford & Sidcup <u>Secondary School</u> – for the 2024-2025 school year, our Secondary site will be temporarily based at Jubilee Primary School, before moving to our new building in Halt Robin Road, which will be opened in September 2025. <b>As Health Care Assistant you will be required to work across all sites as Shenstone is an all-through school.</b>
<b>Contract Type:</b>	Permanent
<b>Hours/Weeks:</b>	5 days per week (30 hours) (9:00 a.m. – 3:45 p.m.) 39 weeks per year (term time + training days)
<b>Grade:</b>	Bexley 7 (£16.00 per hour)
<b>Salary:</b>	<b>£21,432 (Actual)</b> £30,033 (full-time equivalent)
<b>Post Start Date:</b>	1 <sup>st</sup> September 2024
<b>Tour:</b>	Please e-mail <a href="mailto:hr@shenstone-tkat.org">hr@shenstone-tkat.org</a> with your availability and we will arrange a convenient time for you to come into school for a tour and to meet our amazing pupils.
<b>Closing Date:</b>	Open until filled – latest date to apply is <b>Sunday 2<sup>nd</sup> June 2024</b> . We will be accepting applications until our positions are filled. If we fill all of our vacancies, we will close this advert prior to the latest date specified above and without further notice. If you are interested in this position, it is highly recommended that you apply as soon as possible upon seeing the advert.
<b>Interview Date:</b>	TBC

## About the Role

Shenstone School is expanding! We are ambitious for all of our amazing staff and students, and we need more people to join us on the next chapter of our journey.

We are looking for a caring, enthusiastic and highly organised person to join Shenstone School as a Health Care Assistant. The successful candidate will work alongside classroom staff, managing the medical needs of the pupils. You must be able to work on your own initiative, have good communication skills, be self-driven and have excellent attention to detail.

We are looking for someone with:

- Experience of supporting children with medical needs in a school environment.
- A NCFE CACHE Health Care qualification (or equivalent) would be desirable.
- Relevant First Aid qualification (or willingness to obtain and maintain this).
- Willingness to attend/undertake and maintain relevant training.
- The ability to respond and communicate with children.

If you are looking for a challenge and are able to support and encourage our amazing pupils with SEND to achieve their full potential in our specialist school setting, then we would welcome your application. The achievements of our pupils are extraordinary and will give you a sense of achievement when they make progress, however small.

It is paramount that you feel confident and resilient in working with pupils with challenging behaviour. As individuals, each pupil presents with different abilities and behavioural needs which vary from child to child.





<b>JOB DESCRIPTION</b> <b>Health Care Assistant</b>	
<b>Accountable To</b>	Senior Health Care Assistant, SLT and Class Teachers.
<b>Job Purpose</b>	<p>To work under the direction of the Senior Health Care Assistant, Leadership Team and Class Teachers, supporting Shenstone School pupils and their families who have complex/medical need. Liaising with and supporting staff, parents and external agencies as required.</p> <p>Supporting pupils with medical needs within the classroom.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work within School or externally as required.</li> <li>• To support the Senior Health Care Assistant/SLT/Parents &amp; Carers and External Agencies.</li> <li>• To assist with the undertaking of the daily management of pupils with regard to medical procedures as agreed and in line with training, school guidelines, policies and procedures.</li> <li>• To assist with an effective timetable required in supporting the needs of identified pupils and staff.</li> <li>• To share information, having strict regard to confidentiality, with relevant staff regarding the care and well-being of identified pupils.</li> </ul>
<b>Areas of Accountability</b>	<ul style="list-style-type: none"> <li>• To maintain vigilance at all times in regards to all aspects of safeguarding. To follow reporting procedures in line with school policy.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support pupils and their families consistently whilst recognising and responding to their individual needs.</li> <li>• Establish positive relationships with Parents/Carers and external agencies as above and interact with them according to their individual needs.</li> <li>• Provide regular feedback to the Senior Health Care Assistant/SLT/Class Teachers/External Agencies.</li> <li>• Act as a role model and contribute to the overall vision and ethos of the school.</li> <li>• Promote positive behaviour, dealing promptly with conflict and incidents in line with established behaviour policy, through positive strategies.</li> <li>• Attend and participate in regular meetings and training as required.</li> <li>• To be responsible for your own positive mental health and to support Parents/Carers and Staff to be mentally healthy and aware.</li> <li>• To deliver care to pupils in accordance with care plans as written by the school nursing team and reviewed annually.</li> <li>• To carry out procedure within enteral feeding and blended diet feeding including checking medical equipment and stock weekly</li> <li>• To monitor the drug administration/seizure chart on a weekly basis to ensure consistency of administration over all sites.</li> <li>• To administer any emergency medications when required. Check all medication for expiry dates and inform parents in a timely manner if new medications are required.</li> </ul>



	<ul style="list-style-type: none"> <li>• To be aware, adhere to and monitor all sites regarding the controlled drug policy whilst these are on school premises.</li> <li>• To ensure that there are clear lines of communication between members in the multi-agency team as required and particularly with parents/carers for feeding back information and requesting additional</li> <li>• To monitor the heights and weights of pupils as identified by Health Care professionals (frequency according to need)</li> <li>• To ensure that pupils' routines and procedures are progress are fed back into the individual care plan and annual review process where necessary.</li> <li>• To assist consultants in medical examination sessions</li> <li>• Ensure all medical equipment and environments adhere to infection control standards.</li> <li>• To advise parents regarding unwell pupils after basic assessment, liaising with school nurses when needed.</li> </ul>
<b>Review of job description</b>	<p>This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties as directed by the EHT, the governing board and TKAT. It may be subject to modification and amendment at any time after consultation with the post holder.</p>



## PERSON SPECIFICATION

### Health Care Assistant

	Essential	Desirable
<b>Professional qualifications/ Skills</b>	<ul style="list-style-type: none"> <li>• A* - C / 9 - 4 grade (<i>or equivalent</i>) in GCSE English and Maths.</li> <li>• Relevant First Aid qualification (or willingness to obtain and maintain this).</li> <li>• Willingness to attend/undertake and maintain relevant training.</li> <li>• The ability to respond and communicate with children.</li> </ul>	<ul style="list-style-type: none"> <li>• NCFE CACHE Health Care qualification.</li> <li>• Safeguarding training.</li> <li>• Team Teach qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supporting children with medical needs in a school environment.</li> <li>• Experience of assisting with health and medical routines of pupils</li> <li>• Preparation of meals and medical feeding.</li> <li>• Administering of medication</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a class based environment with SEN pupils</li> <li>• Experience of working effectively with children with challenging behaviour</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent numeracy and literacy skills</li> <li>• Knowledge of child development and school processes.</li> <li>• Effective ICT skills.</li> <li>• Good behaviour management skills</li> <li>• Highly organised.</li> <li>• Being able to work on own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SEND</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills.</li> <li>• Ability to display patience, sympathy, calmness and sensitivity.</li> <li>• Ability to maintain confidentially and be discrete, respectful and professional.</li> <li>• Ability to promote and develop positive relationships within and beyond the school community.</li> <li>• Ability to prioritise and manage time effectively.</li> <li>• Able to be innovative and evolutionary implementing new ideas and strategies.</li> <li>• Ability to remain positive and solution-focused.</li> <li>• A sense of humour!</li> </ul>	

## Safeguarding

Shenstone is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced DBS check and barring service check. We will also undertake an online search as part of our diligence.

## Equal Opportunities

Shenstone is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full-time, part-time or on a flexible basis.



To apply for this vacancy, please download and fully complete the TKAT application form.  
Once completed please return to [hr@shenstone-tkat.org](mailto:hr@shenstone-tkat.org)

Please be advised that references will be taken for all shortlisted candidates prior to interview and in accordance with the terms stated on the application form.

Only those shortlisting for interview will be contacted.