

# **JOB INFORMATION SHEET CLASSROOM SUPPORT OFFICER (PERMANENT AND TEMPORARY POSTS)**



## **INTRODUCTION**

Frank Wise School caters for 111 pupils aged between 2 - 19 years with severe and profound and multiple learning difficulties. We serve a growing community with a mixed catchment area extending over 15 miles and include much of North Oxfordshire. As a forward-looking school we offer excellent facilities and teaching resources, including a hydrotherapy pool, an innovative space with a 3-wall projection system, a newly built post-16 unit., and a new all-weather pitch.

## **SCHOOL STRUCTURE**

Currently the school has 12 broad chronologically based classes including an Assessment Nursery class and a Post-16 class. Pupils are grouped by age to enable every child to develop within a socially diverse Family Group in which each child is valued as a unique individual. Each class of around 9 children is led by a teacher supported by three full-time Classroom Support Officers.

## **THE CURRICULUM**

The school enjoys an excellent reputation for curriculum innovation and was graded outstanding by Ofsted in 2015 for the third consecutive time. We are a Teaching School, one of the Lead Schools of the Oxfordshire Teaching Schools Alliance, working to support and improve pupil outcomes in schools across the county. Through whole staff involvement we have developed an exciting and evolving curriculum framework based on clear teaching objectives achieved through skilled task analysis and differentiation. We feel this approach not only provides consistency throughout the school, but also offers scope for individual teachers to design and implement highly structured teaching programmes to meet the very specific educational needs of each child in their class. Detailed written record keeping on a daily basis is an integral part of our approach. The school has also developed ways in which pupils can be more involved in recording their own achievements supporting their Assessment for Learning.

Our curriculum is exceptionally well resourced including extensive ICT resources with iPads in every classroom, wireless connectivity across the site and we provide each teacher with their own Apple laptop. All children are given full access to the broad skills based curriculum and we believe that creative and expressive skills have an equally important place in our pupils' and students' timetables.

Class teams meet after school once a week for professional discussions, and the whole staff team meet every month for Staff Meetings. The successful candidate would be expected to continue with this philosophy towards professional good practice and to take a full and active part in its future development.

## **PARTNERSHIP WITH PARENTS**

We believe that close co-operation with parents and carers is an essential part of every child's education. Therefore, all staff at the school are expected to liaise and work closely with parents in a variety of ways to the benefit of the children. Parents are always welcome to assist in the planning and support of teaching programmes and to read and discuss their child's individual records. Partnership is currently achieved through the more formal systems of Annual Reviews, Parents' Termly Review Evenings and informally through home/school diaries and regular contact with class teachers and we make increasing use of technology to support communication with parents.

The Friends of Frank Wise School actively support our work by financing the costs of our three mini-buses and by underwriting the costs of staff involvement for day and residential trips. Through major fund-raising initiatives they have also provided the school with a superb hydrotherapy pool, a classroom block and music room, improved playground facilities, the complete refurbishment of our Drama Room and the recent kitting out of our post-16 block with specialist equipment, and furniture and integrated technology.

## **INCLUSION WITH MAINSTREAM SCHOOLS**

The School's policy of strong associations and links with mainstream schools manifests itself at present by all our pupils spending at least half a day per week in nine different local primary and secondary schools for joint curricular activities. We also see inclusion as a two-way process, therefore, we augment our mainstream links by offering cross institutional curricular work based at our school. As a Teaching School we are closely involved with a wide range of partner schools, and our outreach work helps to support a range of children who remain in mainstream placements as well as providing training across many areas of SEND.

## **RECENT AND CONTINUING DEVELOPMENTS**

As a Teaching School we are a resource for other schools and pupils with special needs in the area and contribute to national projects and discussions. This highlights exciting challenges and the need for applicants committed to an integrated approach to the education of children with learning disabilities. A variety of links and support networks are already established with most local schools. Courses and meetings are often held at the school and we provide professional advice and expertise to mainstream colleagues on an outreach basis. The school is proud of its high profile within the local community and beyond. Staff are committed to further developing their skills and promoting our common aims and purpose outside of the immediate school environment.

We are totally committed to extensive staff development programmes and following more than ten years of holding the Investor in People award, including the Gold Standard., we have moved onto working with the Teacher Development Trust. We regard access to high quality in-service training and continuing professional development opportunities as a right for all staff. Over many years we have trained a large number of our support staff as teachers for the school under the Graduate Teacher Programme and the School Direct programme, and we are committed to an extensive induction and ongoing training programme for staff.

## **THE JOB**

**The person appointed will be expected to:-**

- Work under the direction of the teaching staff, to help and support in all aspects of welfare and education of the children. This will include:
- Assisting in individual and small group learning programmes
- Helping with toileting and feeding some of our more physically disabled pupils
- Working flexibly alongside the teacher (as tasks and responsibilities are very varied)
- Preparing and organising school resources and in keeping these in good order
- Safe supervision of pupils both in and out of school
- Facilitating the smooth running of the school
- Be willing to work with a wide range of children of differing ages and abilities. This will include supporting teachers in the implementation of educational programmes for our more profoundly disabled pupils who have additional physical impairments or who are displaying severe behavioural disorders requiring consistent management.
- Cooperate with other professionals and parents involved with the children at Frank Wise School.
- To attend weekly half hour team meetings and a monthly half hour staff meeting after school and to take an active part in the life of the school.

32 hours a week. Term time only.

8.45 a.m. - 3.45 p.m. (4.15 p.m. one day a week)

[Normal School Terms]

## **SALARY**

Starting on OCC Grade 6, Point 18, 32 hours a week, term-time only. (Actual salary £13,592)

## **THE APPLICANT**

We are looking for people who will fully support the stated purpose, values and aims of the school and will be able to play a part in its future development. We believe that the relevant skills for this post can be taught, but the positive attitudes required cannot. Therefore, previous experience and qualifications would be an advantage but are not essential.

### **The professional qualities we are looking for are:**

- an energetic, enthusiastic and caring person who will enjoy being effective in supporting the teaching of pupils with severe and multiple learning difficulties
- an appreciation of the positive attitudes required to encourage independence in our pupils
- someone with a good standard of education particularly in English and a highly effective communicator
- the capacity to perceive the need for consistency in the day to day management and welfare of our pupils
- high expectations and respect towards our pupils

### **The personal qualities we are looking for are:**

- common sense, warmth and a sense of humour and fun
- flexibility and a willingness to learn
- someone who is highly motivated, fit, healthy and ready to work as a member of a lively, committed and hard-working team

### **In addition:-**

Applicants must respect the need for confidentiality and professionalism which this post demands.

We believe that the relevant skills for this post can be taught, but the positive attitudes required towards our pupils cannot. Therefore, previous experience may not be necessary as full training will be given.

The person appointed should enjoy the challenges that are associated with a school motivated and committed to high professional standards.

**All applicants must support the purpose, values and aims of the school.**

## **APPOINTMENT PROCEDURES**

We would warmly welcome applicants who wish to visit the school before they apply. Visits can be arranged by phoning (01295) 263520 or by emailing [office@frankwise.oxon.sch.uk](mailto:office@frankwise.oxon.sch.uk).

Completed application forms highlighting previous experience, professional interests and skills need to be returned by Monday 11th June 2018. Interviews will take place on Wednesday 20th June 2018, therefore, please ensure we have an email address and contact telephone number for confirmation.

Commencement date will be Tuesday 4th September 2018.

Please note that if you are successful in your application you will be required to provide information (including details of any previous convictions/cautions, including spent convictions) which will be checked by the Disclosure and Barring Service in accordance with the DfE Guidance on Child Protection.

## **ADDITIONAL INFORMATION**

Frank Wise School is committed to safeguarding and promoting the best interests of our pupils and students, and we expect all staff and volunteers to share this commitment. Appointments are made subject to a 6 month probationary period and an enhanced DBS check.

Oxfordshire County Council has a policy of no smoking in the workplace. This school actively supports that policy.

Frank Wise School is a committed equal opportunities employer.