

CLASSROOM SUPPORT OFFICER

INTRODUCTION

Frank Wise School caters for 120 students aged between 2 and 19 years with severe and profound and multiple learning difficulties. We serve a growing community within a mixed catchment area extending over 15 miles across much of North Oxfordshire. As an outstanding school we offer an excellent environment in which to teach, including a hydrotherapy pool, an innovative space with a 3-wall projection system, a newly built Post-16 block, and a new all-weather pitch.

SCHOOL STRUCTURE

Currently, the school has 12 broadly chronologically-based classes, including an Assessment Nursery class and a Post-16 class. Students 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 May 2019 for the fourth 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 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 record keeping on a daily and termly basis is an integral part of our approach.

All children are given full access to a broad and balanced curriculum and we believe that creative and expressive skills have an equally important place in our students' timetables.

Teachers meet after school once a week for professional discussions and then again with their class teams for the same purpose, but focussed on the needs of the children in their class. The whole staff team meet every month for Staff Meetings. The successful candidate would be expected to continue with the philosophy and developmental practice and to take a full and active part in its future enhancement.

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 resourcing of our post-16 block with specialist equipment, 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 up to the age of 16 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 has historically helped 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 have previously provided professional advice and expertise to mainstream colleagues on an outreach basis and would hope to do so again in the future. 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 moved on to 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.

JOB OUTLINE

Conditions of service will be in accordance with the Oxfordshire County Council's 'General Terms and Conditions of Employment for all Employees' and the 'Terms and Conditions for 'Green Book' staff'.

The person appointed will be expected to:

Work under the direction of the teaching staff, to help and support in all aspects of education and welfare of the children. This will include:

- Supporting whole class lessons and other learning activities
- Delivering individual and small group learning programmes
- Providing support with toileting and feeding some of our more physically disabled pupils
- Working flexibly alongside the teacher, as tasks and responsibilities will vary
- Preparing and organising school resources and keeping these in good order
- Safe supervision of pupils both on and off the school site
- Following closely all safeguarding procedures
- Being 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 impairment or those who are displaying severe behavioural responses, which require careful and consistent management.
- Cooperating with other professionals and parents involved with the children at Frank Wise School, following the direction of the class teacher or members of the Senior Leadership Team.
- Attending weekly half hour team meetings and a monthly half hour staff meeting after school
- Facilitating the smooth running of the school day and taking an active part in the life of the school.

SALARY

Starting on OCC Grade 6, Point 8, 32 hours a week, term-time only - actual salary £14,367.

THE APPLICANT

The professional qualities we are looking for are:

- a commitment to 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
- a good standard of education, particularly in English, and highly effective communication skills
- the capacity to perceive the need for consistency in the day to day management and welfare of our pupils
- a willingness to think reflectively and analytically
- high expectations and respect towards our pupils

The personal qualities we are looking for are:

- energy, enthusiasm, warmth and a sense of humour
- commitment and positive attitude towards the education of pupils with disabilities
- common sense, 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
- passion for excellence and the capability to enjoy the challenges associated with a motivated school committed to high professional standards in all aspects of its work

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 major part in all aspects of 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 additional specialist qualifications would be an advantage, but are not essential as full training will be given.

In addition:

Applicants must respect the need for confidentiality and professionalism which this post demands. The person appointed should enjoy the challenges that are associated with a school motivated and committed to high professional standards.

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.

Completed application forms should highlight any previous experience, professional interests and skills and please ensure we have an email address and contact telephone number for confirmation. Dates for application and commencement dates are set out in the advertisement for this post.

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.

All shortlisted candidates will be asked to visit the school (if they have not done so already) to meet with children and staff prior to or as part of the interview process.

ADDITIONAL INFORMATION

Frank Wise School is committed to safeguarding and promoting the best interests of our 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.

Frank Wise School is a committed equal opportunities employer.