

## MINIBUS DRIVER

### 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.

### SCHOOL STRUCTURE

Currently, the school has 12 broadly chronologically-based classes, including a Foundation 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. All children are given full access to a broad and balanced curriculum, meticulously tailored to meet specific learning needs and interests. We feel this approach provides consistency throughout the school, but also offers scope for teachers to design and implement creative but highly structured teaching programmes to meet the very individualised educational needs of each child in their class.

### PARTNERSHIP 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 see inclusion as a two-way process, therefore, we augment our mainstream links by offering cross-institutional curricular work based at our school wherever possible. We are actively working to develop similar links with the local business community with the aim of building relationships for work-related learning, as well as raising the profile of all that our students have to offer in their future adult lives.

### RECENT AND CONTINUING DEVELOPMENTS

We consider ourselves a resource for other schools and pupils with special needs in the area and contribute to national projects and discussions. These links highlight exciting challenges and the need for applicants committed to an integrated approach to the education of children with learning disabilities. The school is proud of its high profile within the local community and beyond.

We strive to ensure that our students leave us with the skills and confidence to go on to leave fulfilling lives as an active member of their communities. It is our aim for an extraordinary education to lead to extraordinary lives. Significant elements of our current development work are focussed on continuing to improve our systems and approaches to support this aim.

## **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:**

Drive a Frank Wise School minibus to transport between home and school a wide range of children and young people of differing ages from 2 to 19 who have varying cognitive abilities and who may have additional communication, social, emotional, physical or sensory needs.

This will include:

- Driving a Frank Wise School minibus
- Collecting and dropping off pupils from and to their designated address on the bus route
- Promoting the safety and well-being of all pupils and staff, safely supervising pupils at all times, including checking to ensure seatbelts and head rests are being used appropriately and that the students remain in their seats at all times
- Communicating clearly, considerately and courteously, using agreed school protocols, with parents of pupils on the bus to ensure efficient and safe practice
- Working within Health and Safety guidelines and other policies and procedures that may be issued periodically
- Carrying out daily/weekly checks and basic maintenance, such as checking oil levels etc
- Reporting any vehicle defects, faults, incidents and accidents to the member of staff with designated responsibility
- Ensuring the vehicle is in a clean and roadworthy condition before and after use
- Refuelling the vehicle as required
- Maintaining accurate records of vehicle usage
- Planning alternative road routes to and from Frank Wise School when necessary and keeping the school and parents informed of any changes
- Attending regular training as part of a planned programme
- Any other relevant and appropriate occasional duties that may be required by the Senior Leadership Team

## **SALARY**

OCC Grade 6.8, 17.25 hours a week, term-time only - actual salary £8,097 (minimum - increase subject to pending pay settlement).

## **THE APPLICANT**

- Will have a clean, current and valid driving licence, held for at least two years
- Will have a DI licence, or be able to complete appropriate OCC minibus driving assessments necessary to undertake the role
- Will be 21 years old or older, for insurance purposes
- Will have some geographical knowledge of the local area

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

- An appreciation of the positive attitudes required to encourage independence in our pupils
- 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 qualities we are looking for are:**

- Energy, enthusiasm, warmth and a sense of humour
- A commitment and positive attitude towards the education of pupils with disabilities
- Common sense, flexibility and a willingness to learn
- Highly motivated, fit, healthy and willing to work as a member of a lively, committed and hard-working team
- A 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.

**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](mailto: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, providing this is possible and appropriate, in line with the school's current risk assessments at the time.

**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.