



COMMIT BELIEVE ACHIEVE

Corby Business Academy

Educational Healthcare Assistant

Applicant Information Pack



A valued member of the

Brooke Weston Trust







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Academy Information



Welcome from the Principal

Dear Applicant,

Firstly, thank you for your interest in our Academy and the exciting opportunity that this role presents. Our journey over the past five years has been full of high ambition, aspiration of success, and a collaborative team ethic.

As part of your own research, you will hopefully have observed significant improvements in both academic outcomes and Ofsted judgements. We are of course proud of those achievements, and we will continue to drive further progress; however, the relationship with our community and developing well rounded students are also important facets for us.

We see this appointment as an important phase towards our next milestone, which is to be an outstanding educational provider in all areas.



You are very welcome to contact me directly if you have any questions:

simon.underwood@corbybusinessacademy.org

Please take the time to consider the specification and requirements to the role of Educational Healthcare Assistant. If you believe you can thrive in this role and you want to play a significant part in our journey, I look forward to receiving your application.

Your sincerely

A handwritten signature in black ink, appearing to read 'Simon Underwood', written in a cursive style.

Mr. Simon Underwood
Principal



Our Values

Commit

Believe

Achieve

Our values at Corby Business Academy have been chosen by our students and are based on a vision of what they wish the Academy to represent.

This resulted in the new academy values being able to express a basic model of success, as well as a mantra that can be related to in all situations or challenges.

The new values also coincide with the Academy abbreviation of 'CBA', they are as follows:

Commit

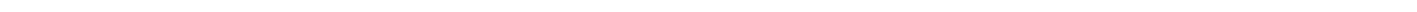
Commitment is a human trait that drives success and enables progress. This value represents the importance to commit towards education and make positive contributions towards the Academy each day. It embodies the significance of a positive approach towards life and establishing a foundation to accomplish anything.

Believe

Belief enables the confidence to approach any situation with determination. It promotes a 'can do' attitude and encourages resilience. This value epitomises character, which empowers students to approach learning without a fear of failure. It is important that young people believe they will accomplish both short term tasks and long-term ambitions.

Achieve

Achievement is motivational and a recognition that progress has been made. To achieve a positive outcome displays an ability to develop and show personal, or collective, growth. Whether it is academic, creative, or emotional development, achievement allows an acknowledgement of progress and excellence.



The Brooke Weston Trust





Our Trust

“Our mission is to transform educational performance in communities where we work through our long-term commitment to improve student achievement and remove barriers to learning while providing opportunities for personal development.”



OUR APPROACH - ‘THE BWT WAY’

We are passionate and unrelenting in our desire to give all our students the best start in life academically and as citizens. Above all, we want them to be highly literate, able to access all the learning necessary to prepare them for a complex, changing, technological and competitive world. We want all our students to be ambitious for themselves and about their futures, whatever their starting point. We will provide the quality of opportunity and support for them to realise their ambitions.

To achieve this, all schools commit to the ‘BWT Way’ – a set of shared expectations of how our schools should be and how they should ‘feel’, defined by two questions we all ask ourselves frequently each day:

- 1. IS THIS GOOD ENOUGH FOR MY OWN CHILD?**
- 2. AM I CARING ENOUGH TO CHALLENGE ENOUGH?**

Through a strong culture of positive relationships built on core principles of ‘the BWT Way’, we will know all our students well and care about them enough to challenge them enough in the right way. We want our students to be healthy and happy. We want them to be confident and skilled communicators with the personal values to make good choices and build successful relationships with others from similar and different backgrounds. To do this we must provide them with the cultural capital to be responsible and tolerant individuals able to make a positive contribution to society.



Applicant Information

The image shows a large, modern office building interior. A prominent feature is a tall, bright green cylindrical pillar. The space is multi-level, with glass railings on the upper floors. People are seen walking on the ground floor, some in motion, suggesting a busy environment. The ceiling has recessed lighting, and there are large windows on the upper levels. The overall atmosphere is professional and contemporary.

This section contains all relevant information for required to make an application.

Job Description

Post Title: Educational Healthcare Assistant

Responsible to: Assistant Principal

Purpose of Job

To provide care for student health injuries and/or illnesses in an expedient and safe manner. The Education Healthcare Assistant will provide a holistic approach to the care of students, working with parents, students, and relevant medical personnel and external agencies to promote optimum health of each student.

Responsibilities

- To provide emergency care of illness or injury to students in accordance with school policy and as directed by the School nurse.
- Administers oral, inhaled, and topical medications to students as delegated by the School nurse.
- To maintain medical records accurately, confidentially and safely.
- Record dispensing of drugs in line with protocols agreed by the School nurse.
- To promote health education throughout the school population.
- Be aware of and maintain the recommended safe storage, usage and disposal of medical supplies and drugs.
- Provide first aid and emergency care and treatment as necessary.
- Ensure care plans are developed and written for students requiring them, in liaison with students, parents and school staff.
- Notifies the Principal or other relevant staff of serious incidents, significant help problems, referrals, and possible concerns about welfare of a student.
- To provide advice and guidance to students on physical and mental health issues, referring students to external agencies where appropriate.
- Performs all other health-related work delegated or required in line with school policies and procedures.

Assessment and Reporting

Standard of work will be assessed by the Line Manager and as such the Education Healthcare Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Education Healthcare Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

Training and development will be given to ensure that the Education Healthcare Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Education Healthcare Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, Health and Safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Collegiate Role

In addition to the specific responsibilities of this post, every member of staff at Corby Business Academy will commit to:

- ✓ *Providing a courteous and efficient service to students at all times.*
- ✓ *Using their influence with other staff and students to promote high standards of behavior and order within the Academy.*
- ✓ *Working to maintain the Academy at the forefront of educational practice.*
- ✓ *Fostering and sustaining a culture of independence and creativity in all aspects of the Academy's operation*

Performance Management

All staff will participate in Corby Business Academy's PDD cycle as outlined in the Academy's pay and CPD policies.

Role Review

This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Principal's approval.

Care and respect for others are the values that lie at the heart of our Trust. The Trust is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of young people. It expects all staff to share this commitment. All posts working with children and young people will be subject to an enhanced disclosures barring service check.

Educational Healthcare Assistant Person Specification

Essential (E):- without which the candidate would be rejected

Desirable (D):- useful for choosing between two good candidates

Education and Qualifications	Criteria	Assessment
Good standard of education to include equivalent C Grade GCSE English and Maths	E	A
Commitment to personal/professional development	E	A
Experience in the medical field	D	A/I
Experience of liaising with a range of professionals	D	A/I
Experience of administering First Aid, medication, and controlled drugs	D	A/I
First Aid Certificate or ability to train and pass	D	I
Professional Experience	Criteria	Assessment
Experience of supporting the needs of children with medical conditions	E	A/I
Experience of working in an education environment or with young people	E	A/I
Experience of planning, organising and prioritising own work	E	A/I
Experience of using computer based systems, Office 365, web browsers, excel, word processing	E	A/I
Experience using school management information software SIMS	D	A/I
Abilities and Knowledge	Criteria	Assessment
Understanding of Data Protection Legislation	D	I
Understanding of Safeguarding Legislation	E	A/I
Ability to produce accurate records and maintain records within time constraints and produce effective reports in a timely manner	E	I
Understanding of equal opportunities	D	A/I

Personal Qualities	Criteria	Assessment
A clear understanding of and commitment to the development of the ethos in the school	E	A/I
Able to obtain, receive, read and complete accurate written records, including manual and electronic systems	E	A/I
Determination to succeed in challenging situations	E	I
Sensitivity and wisdom in managing relationships with students, parents and staff	E	I
Able to empathise, counsel and support when working with pupils and their parents / carers	E	I
Able to adapt to changing situations and be flexible in approach to work	E	I
Commitment to the wider community and its involvement In lifelong learning	E	I
Positive approach to work, with a can-do attitude, seeking ways in which to improve and go beyond	E	I
Emotional resilience in working with challenging needs and behaviours	E	I
Effective team worker	E	I
Willingness to adjust at short notice, the tasks and activities undertaken to meet the changing demands and priorities during work periods	E	I
Able to undertake manual and handling tasks	E	I
Full UK driving licence	D	I

The application process

Visits:

We are very proud of our Academy and welcome visits prior to application. If you wish to request a visit or telephone conversation please contact our HR Administrator Ashley Conroy HR@corbybusinessacademy.org and this can be arranged at a mutually convenient time prior to the closing date.

Application:

To apply you will need to complete a BWT application form together with a covering letter of application outlining your suitability for the post. This will be via My New Term.

Shortlisting:

Shortlisting for interview will take place and those candidates selected for interview will be informed as soon as possible after the closing date,

Interviews:

Interviews will take place after the closing date. Further shortlisting may take place at the end of the first day of the process.







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