



Our vision



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Headteacher: Gail Weir

24th May 2018

3 x PLAYLEADER

Contract: 1 Year fixed
Hours: 7 hours 55 minutes per week x 38 weeks per annum (11.55-1.30pm)
Days: Monday – Friday
Actual salary range: £3,646 - £3,653 (Scale 2 point 11)
Start date: Monday 3rd September 2018
End date: July 2019

I am pleased to provide information pertaining to the Playleader position at Waverley School. Please find enclosed information on the School, an application form and a job description.

Training is given to all staff in Child Protection, Manual Handling, communication strategies and play development.

The students at Waverley require assistance at the lunch table as well as with their personal care. Playleaders are expected to work anywhere within the school but are normally based in the same department team for a year at a time.

Previous experience of working with children is desirable but not essential and working in similar environments would be an advantage.

All candidates will be short listed on the basis of an application form scored against the essential and desirable criteria as stated in the person specification. Candidates who only submit a CV will not be short-listed. Candidates should assume they have not been short listed if they have not heard within 4 weeks of closing date unless they provide a SAE.

Application forms should be returned to the Deputy Head at Waverley School.

CLOSING DATE: Friday 15th June 2018
INTERVIEWS: Tuesday 19th June 2018
START DATE: Monday 3rd September 2018



JOB DESCRIPTION

Post Title: Playleader
Location: Waverley School
Scale: 2

Responsible To: To be immediately responsible to the Deputy Head, and ultimately to the Headteacher.

Notes

Waverley School caters for pupils between the ages of 3 and 19 years who have severe and profound learning difficulties. The Headteacher and staff of the school aim to provide a caring environment, which enables the pupils to participate and develop their abilities and aptitudes. Many of the pupils require one-to-one feeding which takes into account their particular needs and difficulties.

Purpose

1. To assist with the care and supervision of pupils during the school lunch time period.
2. Under the direction of a supervisor, to assist pupils with feeding programmes.
3. To ensure the safety and well-being of pupils and to promote a caring environment.

Duties

1. Supervise and/or assist on a one-to-one basis/small groups pupils eating their meals.
2. Encourage appropriate social behaviour taking into account the particular needs and difficulties of individual pupils.
3. Use appropriate aids to encourage eating as directed by a teacher e.g. playing music.
4. Set up lunchtime equipment ready for the lunchtime period including tables and trolleys.
5. Respond quickly to problems such as choking or fitting, call for assistance if necessary.
6. Liaise with and work with other members of staff to ensure the best and most appropriate feeding techniques for individual pupils.
7. Cleaning equipment and clear away after the lunch sitting.

This may include:

- (a) Sitting pupil at most appropriate and comfortable angle
 - (b) Supporting pupil correctly where necessary.
 - (c) Timing feeding and paying attention to particular eating difficulties.
 - (d) Providing the correct feeding equipment such as utensils, aprons, non-slip mats.
 - (e) Fitting specialist equipment such as splints.
 - (f) Checking for the right consistency of the food and any special dietary requirements.
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8. Transfer pupils as necessary paying particular attention to the skills required and method to be used for individual pupils. (hoisting/manual handling)
 9. Assist other school staff in keeping pupils engaged both indoors and outdoors where necessary with particular regard to the appropriate use of equipment, activities and the safety of the children.
 10. Report any accidents which occur immediately to a teacher.
 11. Assist with toileting and hand washing at the beginning and the end of the lunch break.
 12. To ensure that duties are undertaken with due regard to the Council's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
 13. All staff have a responsibility to ensure they familiarise themselves with the risk assessments and Individual Behaviour Plans (IBPs) for all the pupils they work with. Staff must ensure they follow the safe systems of working outlined in the Risk Assessment and IBP.
 14. Any other appropriate duties as may be required from time to time by the Headteacher.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone working in Waverley is expected to share this commitment.

March 2011

PERSON SPECIFICATION

SCHOOL: WAVERLEY

JOB TITLE: PLAYLEADER

SALARY: SCALE 2 £3,287 - £3,304

ITEM	ESSENTIAL (minimum standard required)	DESIRABLE (optional extras)	HOW MEASURED *
Training	Willingness to train, if necessary	First Aid training	A A/I
SKILLS	Ability to demonstrate positive attitudes to children with severe learning difficulties. Ability to work within a team	Knowledge of sign language.	A/I/T T
KNOWLEDGE	Understanding of child protection procedures.	Understanding of educational needs of pupils with severe learning difficulties	A/I/T
EXPERIENCE	Work with children	Experience of children with special needs Experience of working in a multi-disciplinary team.	A/I A/I
MOTIVATION/PERSONAL QUALITIES	Discreet/confidential Ability to act on own initiative Ability to communicate with a variety of people, including the pupils A good health record	A sense of humour Organised and good time keeping	A/I A/I I/T R

A = from application form I = at interview T = practical task

WAVERLEY SCHOOL

Waverley is a day school which caters for pupils with severe, profound and multiple learning difficulties whose ages range from three to nineteen years old. Some pupils have additional difficulties which may include visual, hearing, physical and medical. The School moved to purpose built, single storey premises in September 1991. The Primary sector has two departments; Early Years and Lower while the Middle and Upper departments form the Secondary sector.

Each department consists of 3 or 4 classrooms, 2 Quiet Rooms, a kitchen, toileting areas and indoor and outdoor play areas. Each class has a class teacher, 3/4 teaching assistants and approximately 8 pupils. Classes in the Early Years Department are also supported by Nursery Nurses.

Each department reflects the general philosophy of the School but also has an individual approach appropriate to the age and needs of its pupils. In the Early Years pupils have access to a wide range of experiences that would be available to all children of this age, whatever their abilities. These early experiences are built on and developed throughout the School and, when they enter the Upper department, additional emphasis is placed on independence and leisure skills, personal development, work experience and self-advocacy. All pupils leave with accreditation through the EQUALS programme.

The Curriculum

The curriculum at Waverley School ensures that all individual needs are met. We work within the National Curriculum framework and we firmly believe that our pupils require a broad, balanced and differentiated curriculum. Therefore, for most of the pupils the wider curriculum is offered, taking in PSHE, physical and play and leisure. We aim to ensure that every child has full access to his/her environment and that learning experiences are delivered in motivating, challenging and age appropriate situations.

Staffing

We have a teaching establishment of 20.2 FTE. This includes the Head Teacher, Deputy Head, Assistant Head and four Head of Departments. There are approximately 50 support staff working in classrooms, a Teaching Assistant for Creative Development, three Admin staff, three Premises staff, a Life Guard, 7 cleaning staff and 27 lunchtime supervisors. We also have the benefit of input from a wide range of outside agencies, many of whom are based at Waverley School:

School Nurses	Physiotherapists	Dietician
Speech and language Therapists	Occupational Therapist	Music Therapist
Educational Psychologist	Schools Medical Service	
Teacher for the visually impaired	Teacher for the hearing impaired	

Terms and Conditions

Our Support Staff are paid according to the pay scales set by the London Borough of Enfield and agreed by the Governing Body. A copy of the National and Local Terms and Conditions of Service applicable to Administrative, Professional, Technical and Clerical services can be obtained from Enfield Educational Personnel Department at the Civic Centre, (020 8366 6565). A copy of the School's Pay Policy can be obtained from the School on request.

Support staff can contribute to the London Borough of Enfield Pension Scheme which is a final salary scheme. Employees contribute 6% of their salary and the school currently contributes 13.6%.

RECRUITMENT AND SELECTION POLICY STATEMENT

Working in Schools in the London Borough of Enfield is fulfilling and demanding and we value all who work in our School. There are a wide variety of schools in the Borough from small primary to large secondary to special schools.

Enfield Schools are committed to attracting and retaining a workforce representative of the local community and ensuring equal access to our jobs at all levels and to develop all employees to their full potential. Therefore, we put much emphasis on the support that we give through our Continuing Professional Development (CPD) programme.

We are committed to equality of opportunity for all. We do not discriminate on grounds of age, colour, disability, ethnic origin, gender, HIV status, immigration status, marital status, social or economic status, nationality or national origins, race, religious beliefs, responsibility for dependents, sexual orientation, trade union membership or unrelated criminal conviction. As an employer serving the community, we strive to eliminate racism, sexism and all forms of discrimination, recognising that this requires not only a commitment to remove discrimination, but also action to redress inequalities produced by past discrimination. Details are set out in our Equal Opportunities Policy which can be obtained from the School on request.

We are committed to safeguarding and promoting the welfare of children/young people. We expect all staff and volunteers to share this commitment and to play a full and active part in protecting our pupils from harm. Our Safeguarding Children in Education Policy can be obtained from the School on request.

Our school is committed to valuing and developing our workforce. We encourage staff to undertake qualifications, other assessed education and training relevant to the School's needs. This commitment is designed to provide the school with trained, qualified and committed staff, as well as opportunities for individual career development and personal growth.

What we expect from you

The community we serve deserves the highest standards of teaching and care for our pupils and students and behaviour from all our staff. We will expect you to promote:

- The highest professional standards,
- Harmonious working relationships,
- The school's vision and values.

How to apply for a job in a school

We recognise that applying for jobs can sometimes be daunting. We want our recruitment process to be clear and easily understood. These guidelines have been prepared to help you understand our approach to recruitment and so that you know what information we need from you.

What we want to achieve in the recruitment process

Quite simply, we want to appoint the best person for the job, in a manner that is fair to all applicants. Our application process aims to ensure we have sufficient information to make timely, fair and equitable decisions that are based solely on merit. As such we aim to give you the opportunity to provide up to date information about your abilities and experience, as they relate to the post you are applying for. In this pack you will find a job description and person specification. These are key documents which give you information about the job, the skills and other attributes that we believe are necessary to make a success of this role. We advise that you consider them carefully before you decide whether to apply.

The Person Specification

This describes the skills, abilities and experiences that we think are needed to do this job successfully. You should think about this carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates. You should therefore make sure that your supporting statement demonstrates how your previous experience, skills, qualifications and abilities

match all those on the person specification. What you write in your statement will be used to decide whether you should be put on a shortlist of candidates for interview. Please note that if there are a large number of applicants who meet the essential criteria for the job then the desirable criteria may be used to shortlist.

The Job Description

This aims to give you a full description of the main purpose of the job. The list of duties is not exhaustive, but provides an overall summary of the scope of the job, and what we will expect of the successful applicant.

Completing the Application Form

Remember, the application form is the only information we have about you, and it is your opportunity to demonstrate that you are able to meet the requirements of the job. You should carefully describe the kind of work you have done, and relevant experience that you have had. Do this in terms of your actual roles and responsibilities (for example in a project, work area or team) and give examples where possible. We want to know about your individual achievements, not those of your organisation! Any experience gained outside of paid employment may be equally relevant, so give considerable thought to this area. Describe any relevant skills, experience and knowledge which you use or which have helped you develop. You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of....' is not enough.

Ensure that you list all your previous employment including any gaps and use a separate sheet if necessary. It is important that you provide this information for child protection purposes.

Ensure you set out the information you are providing in a well organised, logical and concise format. Provided the information is set out clearly, it is not necessary to type, but please write clearly in black ink.

References

All appointments are subject to the school receiving satisfactory references, and the application form asks you to identify two individuals for this purpose. References will normally be taken up prior to interview unless you indicate on the application form that you do not wish to have them taken up at this stage. Your referees should have first hand knowledge of your work skills and abilities and when possible have been your direct line manager. We require your present or most recent employer to be one of the referees wherever possible. In this case, it is essential that any referee you give is authorised by the organisation to provide a reference. If you are a college or school leaver then please provide a teacher/tutor as your referee. If you are returning to work after a career break or are seeking employment in the United Kingdom for the first time, and you are unable to use your last employer for a legitimate reason (e.g. company no longer exists), consider who could give an appropriate reference under the circumstances. For example, a reference from an organisation where you undertook voluntary work would be helpful. Alternatively, someone who knew you as a colleague may provide a reference. If you are in any doubt about this, please explain your situation to the school as personal references do not provide objective information for a working situation.

When you return your application form please indicate whether you have a disability. We need to know this as we offer a guaranteed interview to all applicants with a disability (as defined by the Disability Discrimination Act) if you meet all the essential criteria for the job. Please also indicate whether you require any special aids, adaptations or conditions for your interview.

A Final Word

Your application form is the only information we will have about you. It's your selling point before an interview, so take care when completing the form. Keep a copy of the completed form with the Job Description and Person Specification, and any other details for future reference.

MANAGEMENT STRUCTURE

There are various groups in the School that contribute to the organisation and management structure of the School. These are:

The Senior Management Team

This is made up of the Headteacher, Deputy Head and two Assistant Head. This group has responsibility for the daily management of the school and for leading the staff in forward planning.

Department Teams

Department teams meet at least once a week. Not all meetings involve support staff.

There is usually a morning briefing meeting at the beginning of the week and a longer meeting after school on either Tuesday or Thursday.

Curriculum Co-ordinators

All teachers have responsibilities for subjects or areas appropriate to their department. They do not have any direct responsibility to other departments but will have opportunities to meet with their counterparts from other departments to ensure continuity. They have responsibility for monitoring and co-ordinating their area.

PPA TIME

All teaching staff have non-contact time in line with PPA. The Teachers Resource Room is available to use by all staff where there are many facilities including internet access.

Induction

All teachers, in their first year at Waverley, have access to a comprehensive induction period. The content depends on the person's experience but follows the same basic programme. Each person has an additional non-contact time for induction each week during their first year.

Terms and Conditions

A copy of Teachers Terms and Conditions can be obtained from Enfield Educational Personnel Department at the Civic Centre, (020 8366 6565). A copy of the School's Recruitment Policy and Pay Policy can be obtained from the School on request. Please telephone the School Office.

Shortlisting

All candidates will be short listed on the basis of an application form scored against the essential and desirable criteria as stated in the person specification. Candidates who only submit a CV will not be short-listed.

Candidates should assume they have not been short listed if they have not heard within 4 weeks of closing date unless they provide a SAE.

Feedback will be automatically offered to internal candidates and provided to external candidates if requested.