



**HAZEL GROVE
HIGH SCHOOL**



Head Teacher: Mr M. Sibson, Jacksons Lane, Hazel Grove,
Stockport, SK7 5JX

Resource School Integration Assistant

Recruitment Pack
November 2018



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**HAZEL GROVE
HIGH SCHOOL**

Believe

Achieve

Succeed

Resourced School Integration Assistant

Actual Salary: £12,557 — £13,261 per annum · 31 hours per week, 8:15am to 3:15pm · Term Time Only · Permanent · To start as soon as possible

Hazel Grove High School has a vacancy for a Resource School Integration Assistant to support the inclusion of students who have severe, complex or profound learning difficulties. The students may also have physical disabilities and some have personal care needs.

It is desirable that applicants have experience of working with or caring for children with special needs and be willing to undertake training relevant to the post.

We can offer you:

- full training relevant to the post
- a supportive and friendly working environment
- professional development opportunities
- an opportunity to join our talented team as we continue to rise as an established and successful 11-18 school
- a chance to work with our fantastic young people
- a school that believes in developing all its staff and students to be the best that they can be
- childcare salary sacrifice scheme
- reduced gym and fitness class membership in our on site Sports Centre
- annual pay increase in increments within the pay grade
- auto-enrolment into the Local Government Pension Fund

For a full application pack and further details please go to the vacancies page of our school website: www.hazelgrovehigh.co.uk, alternatively please email: recruitment@hazelgrovehigh.co.uk

Should you wish to discuss this vacancy further please don't hesitate to contact us. Due to our safer recruitment practice we do not accept CV's as a method of application.

Completed applications should be emailed to recruitment@hazelgrovehigh.co.uk by the closing date stated below. Unfortunately we are unable to provide feedback on unsuccessful applications.

Closing date: 9am, Wednesday 28th November 2018

Interview date: Week Commencing 3rd December 2018 (Date TBC)

The successful applicant's appointment will be subject to satisfactory references and Enhanced Disclosure and Barring Service check.

Hazel Grove High School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description

Post Title: Resource School Integration Assistant (RSIA)

Grade: Scale 3

Responsible to: Resource Centre Manager / SENCO

Role Overview:

To support the inclusion of students who have severe or profound learning difficulties, the students may also have physical disabilities

Main Duties and Responsibilities

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- To prepare differentiated materials to support student learning within the mainstream environment.
- To support teaching and learning activities and experiences for resources students across the school.
- To work as a member of a team, under the guidance of resources teaching staff, to develop and implement agreed individual work and thereby programmes for resources students.
- To assist the resource teachers in the review cycle and in the management and preparation of resources.
- To work with individuals or small groups within the resource base under the direction of the resource teacher.
- To ensure the health safety and well being of resourced students throughout the school day.

Job Activities:

Planning:

- To liaise with subject teachers about future areas of work to be covered and develop student centred differentiated materials.
- To develop and produce topic and project related activity books which tie into subject specific programs of study.
- To help with the development and production of generalised activity books which support IEP targets.

Monitoring and Assessment

- To monitor, assess and report on student behaviour and progress.
- To contribute to target setting and the annual review process.
- To contribute to the communication links with parents by writing in link books and responding to parental enquiries.

Teaching and Learning

- To provide support in mainstream classrooms.
- To work with individuals or small groups within the resource base under the direction of the resource base teachers.
- To implement programs, strategies and therapies under the direction of outside agencies.

Personal Care

- To assist with toileting routines.
- To change soiled or wet students.
- To assist with changing and dressing.
- Use a hoist when necessary.
- To assist with off-site trips and visits.
- Assist with swimming.
- Remove and replace orthotic aids.
- Supervise and assist at morning break.
- To administer medication as necessary; injections and regular medication whilst on residential activities, rescue medication for epilepsy etc.

General:

- To assist students with movement around school.
- To assist with presentation and display within the resource base
- To assist with the preparation, care and storage of resource base equipment and resources.

General

- To strictly observe the principles of confidentiality and Data Protection.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Support the School's implementation of all other current statutory requirements, e.g. Equality Act, Equal Opportunities, Child Protection.
- Participate in new initiatives and future changes in service delivery improvements to support the objectives of the School.
- The post holder will be expected to undertake any other duties to the level of the post, which may be required by the line manager.
- To fulfil personal requirements, where appropriate, with regard to School policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To have responsibility for promoting and safeguarding the welfare of all students.
- The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, to work positively and inclusively with colleagues and stakeholders so that the School provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disability.

September 2015

Reference No. _____



Person Specification

RSIA

November 2018

Each candidate will be scored against the person specification as follows:

3 points = Exceeds requirements

2 points = Fully meets criteria

1 points = Meets criteria (borderline)

0 point = does not meet criteria/unable to evidence

Any candidate who scored 0 points at shortlisting or interview should not be interviewed or appointed. The person appointed to the post must meet all of the essential criteria, in the event equal scoring candidates at this point desirable scores can be used.

CATEGORY	CRITERIA	ESSENTIAL OR DESIRABLE	SCORE SHORTLISTING	HOW ASSESSED
EDUCATION, QUALIFICATIONS AND TRAINING	Good literacy and numeracy skills. GCSE or equivalent including Mathematics and English at Grade C or above	E		Application form Qualification certificates
	Evidence of further training / personal career development	D		Application form
SKILLS, ABILITIES AND KNOWLEDGE	Able to understand the needs of children	E		Application form Interview
	Excellent communication and interpersonal skills, written and verbal	E		Application Interview
	Able to establish and maintain boundaries within which children can feel safe and thrive	E		Application form Interview
	Committed to the philosophy of inclusion	E		Application form Interview
	Good listening skills	E		Application form Interview
	Ability to work proactively on own initiative and effectively as part of a team	E		Application form Interview

	Committed to safeguarding of children and young people and their best interests	E		Application form Interview
	Able to commit to personal development and progression	E		Application form Interview
	Able to use sign language or a willingness to learn	D		Application form Interview
	Ability to use Microsoft Office, Word, Outlook	D		Application form
EXPERIENCE	Experience of working with or caring for children with special needs	D		Application form Interview
	Experience of a mainstream environment	D		Application form Interview