



BLACKDOWN
EDUCATION
PARTNERSHIP



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

Thank you for your interest in this post. Please take some time to have a look at this pack and gain a sense of who we are and what we stand for. All Multi-Academy Trusts are different and we are keen to explain why we believe that our values and ethos make us a great employer.

The Blackdown Education Partnership was created by the merger of two founding trusts which shared some important similar values. Put simply, we believe that collaboration, partnership working and sharing our best ideas will enable us to deliver on our mission.

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

All our schools share this purpose and we work closely together to understand and deliver it.

We do not believe in creating schools which are replicas of each other. Our philosophy of aligned autonomy enables Headteachers to make effective decisions within the context of each individual school. We do not have a common curriculum but we do have a view on excellence and seek to harness the expertise of our subject leads to ensure that each school delivers schemes of learning that are rigorous, inspiring and rich in knowledge. Curriculum and other leaders across our schools meet regularly to network, share and moderate and the Trust operates a well-developed programme of peer-review to ensure that leaders are challenged, supported and have access to excellent professional development.

Our schools are all characterised by a strong ethos, ambitious culture and compassionate environment which together drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions. A large number of colleagues are currently undertaking leadership development and we run regular networks and collaborative groups to allow colleagues to share best practice across the Trust. We also offer some more bespoke leadership programmes run through our outstanding network of partners.

We take staff wellbeing seriously and take active steps to reduce workload. We have a wellbeing offer which ranges from gym membership and support with personal fitness to talking therapies and subscribe to Carefirst. We also allow employees personal days to enable everyone to enjoy some flexibility over attendance and participation in events that they might not otherwise be able to.

We are always willing to consider flexible working requests and job-shares and pride ourselves on a family friendly approach across our schools. The best resource we can provide for pupils is highly skilled, happy and fulfilled staff.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER





A LETTER FROM THE HEADTEACHER

Dear Applicant,

I'm delighted that you are interested in the position we have available at Court Fields School and joining the Blackdown Education Partnership. Visitors to Court Fields School always comment on our warm, friendly and purposeful learning environment. We pride ourselves on our excellent pastoral care, our varied programme of enrichment and extra-curricular activities, our outstanding relationships with each student, our broad and ambitious curriculum and the cohesion within our staff team. Though our significant school development in the last 5 years, we have worked tirelessly with students, parents, staff and the wider community to build a positive, inclusive and aspirational environment for all our stakeholders.

We are looking to appoint a Medical & Welfare Assistant at Court Fields School. The successful candidate will join a thriving department within our wider staff team. We value diversity and richness in our schools and welcome applications from teachers at any stage of their career. You will join a team who are absolutely focussed on the ongoing development of our school and increasing the life chances of our current and future students.

On a personal note, it is a pleasure and privilege to work with our students and with our staff. This is, without doubt, the best team of people I have ever worked with. Our staff are invested in educating our young people, so that they leave us ready for the challenges of the future and equipped to make a difference in the world. We need those who join us to share these very high expectations of themselves and those they work with. I look forward to hearing from you, understanding how you can complement our team and inspire our children.

Yours sincerely

Mrs Polly Matthews
Headteacher



The Opportunity



COURT FIELDS SCHOOL

Mantle Street, Wellington

Somerset, TA21 8SW

Tel: 01823 664201

Medical and Welfare Assistant

22 hours per week

Term time plus three inset days (38 weeks per year)

Starting as soon as possible

Flexible working/job share considered

Grade 13 (£25,183 - £27,269 FTE)

Court Fields School is a vibrant and inclusive school committed to providing a safe and supportive environment for all our students. We are seeking a dedicated and compassionate Medical and Welfare Assistant to join our team and help ensure the health and wellbeing of our students.

What you can expect from us:

- Eligibility to join an excellent pension scheme.
- Option to make additional voluntary contributions to pension for local government pension scheme members which can help boost retirement benefits.
- Access to a range of continuous professional development opportunities.
- Trust wide charity events designed to encourage our people to participate in meaningful activities.
- Access to wellbeing provision which offers information and advice on a range of workplace and personal issues.
- Flexible working opportunities.
- Enhanced special leave provision, including additional time off as part of our 'Personal Day' entitlement which supports employees to achieve a better work/life balance.
- Free car parking.
- On-site catering facilities, all of which provide healthy and nutritious meals at low cost.

Closing date: Wednesday 23rd April 2025 at 9am

Provisional Interview date: w/c 28th April 2025

Job Description



Job Title: Medical and Welfare Assistant
Location: Court Fields School
Responsible to: Assistant Headteacher - Pastoral
Working Time: 22 hours per week, 38 weeks per year
Salary Grade: Grade 13 (£25,183 - £27,269 FTE)
Disclosure Level: Enhanced

Key Purpose of the Job:

To support the physical health and emotional wellbeing of pupils and staff, providing first aid, medical assistance and welfare support.

Key Responsibilities

First Aid Duties:

- Administer on-site first aid, emergency care, advice, treatment or referrals as appropriate.
- Be the first point of contact First Aider, and lead on the First Aid rota to ensure effective support at all times.
- Manage stock of first aid supplies and equipment, and re-order through Finance when necessary.

Medical Support:

- Provide health support to pupils and staff throughout the school, including school trips, events and sports fixtures.

Health Education:

- Promote health education within the school community.
- Deliver stop smoking/vaping lessons and support to students as necessary and give advice on these aspects.
- Undertake Mental Health First Aid training and support students with regular check ins as required.

Accident Management:

- Act as the first point of contact for sickness, accidents, and emergency care on the school site.

Record Keeping:

- Maintain and update pupil medical records accurately and confidentially.

Training:

- Assist in providing first aid guidance and training to staff and pupils, including in the use of on-site equipment, such as epi-pens, defibrillators etc.

Safeguarding:

- Act as one of the Designated Safeguarding Officers, undertaking initial triage of safeguarding concerns, supporting the school's safeguarding policy, and referring concerns to the Designated Safeguarding Lead (DSL)/pastoral team as appropriate.
- Meet weekly with the DSL to review medical logs and issues arising.

Diabetes Support:

- Develop and implement Diabetes Medical Management Plans (DMMP) for students.
- Ensure staff are trained to assist with daily diabetes care tasks.
- Liaising with the Diabetes Team locally and ensuring effective support for students with diabetes including, as appropriate, contributing to risk assessments and planning for students to attend school trips.

SRE Sessions:

- Deliver Sex and Relationship Education (SRE) sessions as part of the PSHCE curriculum, providing students with relevant and up to date information.

C Card Scheme:

- Implement and manage the C Card scheme, providing students with access to free condoms and sexual health advice.

Miscellaneous:

- Work as part of the pastoral team to ensure that students are able to feel safe and enjoy and fully participate in all areas of school life and are given opportunities to reach their full potential.
- Supporting with school events to promote health and wellbeing.

Person Specification**Qualifications:**

- Relevant qualifications in health, social care or welfare services.
- First Aid certification.
- Experience working in a school or similar environment is desirable.

Skills:

- Excellent written and verbal communication skills.
- Strong organisational and administrative skills.
- Ability to work independently and as part of a team.
- Empathy and professionalism in dealing with pupils and staff.

Personal Attributes:

- **Empathetic:** Understand and support the emotional needs of pupils and staff.
- **Adaptable:** Flexible in responding to the varying needs of the school community.
- **Intelligent:** Knowledgeable about health and welfare practices.
- **Approachable:** Friendly and supportive, making pupils and staff feel comfortable seeking help.

Any other duties assigned by the Headteacher, Assistant Headteacher (Pastoral) or Business Manager.

The job description is current at the date shown but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.



We believe in the potential of every child

OUR MISSION

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- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
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Our Schools





LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



