



RECRUITMENT PACK

LUNCHTIME ASSISTANT



An exceptional SEND school and college where individuals are cared for and valued.

ABOUT THE SHEILING RINGWOOD

Our mission is to create an educational, therapeutic community and environment, which upholds each person's human integrity and spiritual wholeness and where every child and young person, both because of and despite their individual challenges, has something to give and something to learn through all of their relationships with others.

Students are encouraged and supported to become resourceful and caring individuals, to explore the world of feelings, behaviour and values. We focus on building confidence and skills in different environments and social groups, whilst also developing functional independence in preparation for adult life.

Our school and college offer an individualised and flexible approach to placements: 38-week, day, extended day, weekly and termly boarding. On our 45-acre woodland site we provide a living, working and learning environment that is comfortable, beautiful and natural, befitting of a home away from home with extensive SEND facilities.

“
The inspection team were impressed by the strong culture of teamwork that exists and that parents and carers are overwhelmingly positive about the school's work.
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OFSTED SCHOOL EDUCATION 2024



ETHOS AND CORE VALUES

The Sheiling Ringwood is a Camphill Community. It is committed to maintaining a therapeutic community environment that is based on the social and educational principles of Rudolf Steiner. Essential to these principles is the recognition that behind every disability, each person's human integrity and spiritual wholeness is inviolable.

This means that every student, both because of and despite their disabilities, has something to give and something to learn in all of their relationships with other children/young people, with staff, teachers, carers, friends and family. The Sheiling Ringwood strives to maximise the diverse social and educational opportunities of community living, within a safe and secure environment, as a stepping-stone for each student's fulfilment of their potential.

“ Our child is at the heart of every little thing the staff do. We feel blessed to have found this place; it is like my child has a second family.. ”

OFSTED RESIDENTIAL INSPECTION 2024



We believe that mutual recognition and acceptance, within a distinct community setting, enables both the individual independence and social connectedness that form the basis of growth and change. We believe that recognising each child's/young adult's human and spiritual integrity means to educate and care for the whole person, intellectually, morally and physically. The Sheiling's School and College seek to broaden each student's horizons along with their confidence and ability to access the wider community beyond.

THE IMPORTANCE OF OUR STAFF

The success of The Sheiling Ringwood is based on the strength of positive relationships between our students and also between our students and staff. We are thrilled that the impact of these relationships is recognised and lauded by Ofsted and CQC.

Our staff provide the flexible and individualised support that each student deserves. Our teams are well trained, supported, valued and recognised as pivotal to the happiness of our young people and the successful outcomes achieved by them in the key areas of education and life-skills.



“ Parents and professionals are overwhelmingly positive about the impact that staff have had on their child’s progress, emotional well-being and physical growth. ”

OFSTED SCHOOL EDUCATION 2024

STAFF BENEFITS



Fantastic working environment with beautiful outdoor space



Onsite free parking

Bike 2 Work Scheme



Enhanced DBS Check paid for



Regular support and Supervision from Line Managers throughout the year



Employers pension contribution at a minimum of 8%

Annual salary review

Employee assistance programme

Minimum of circa 10 days' paid inset/ training per year



Access to funded RQF qualifications through dedicated career pathways

Induction for all new starters on commencement, followed by targeted 5 day Foundation programme



A minimum of 31 days paid holiday per year (FTE)

For more information please visit thesheilingringwood.co.uk/benefits

JOB DESCRIPTION

Job Title	Lunchtime Assistant
Responsible to	Head of School
Salary	£7,896 - £8,149 per annum
Hours Per Week	12.5 hours per week
Weeks Per Year	Term Time (41 working weeks, including training days)

ROLE SUMMARY

To Support students across the lunchtime and Independent Living Skills period across all school provision, in conjunction with their respective management teams.

To provide a safe, welcoming and stimulating environment for the students during periods of lunch and Independent Living Skills, to support the continuity of care, 'waking-day' education and personal development plans for each student assigned to the house.

The role may require the post-holder to deal at times with challenging behaviour.

“ A welcoming and inclusive process from application to appointment in role, with excellent training and support throughout. A wonderful place to work, so rewarding with excellent team support and a feeling of family and inclusion. ”

NEW MEMBER OF STAFF 2024

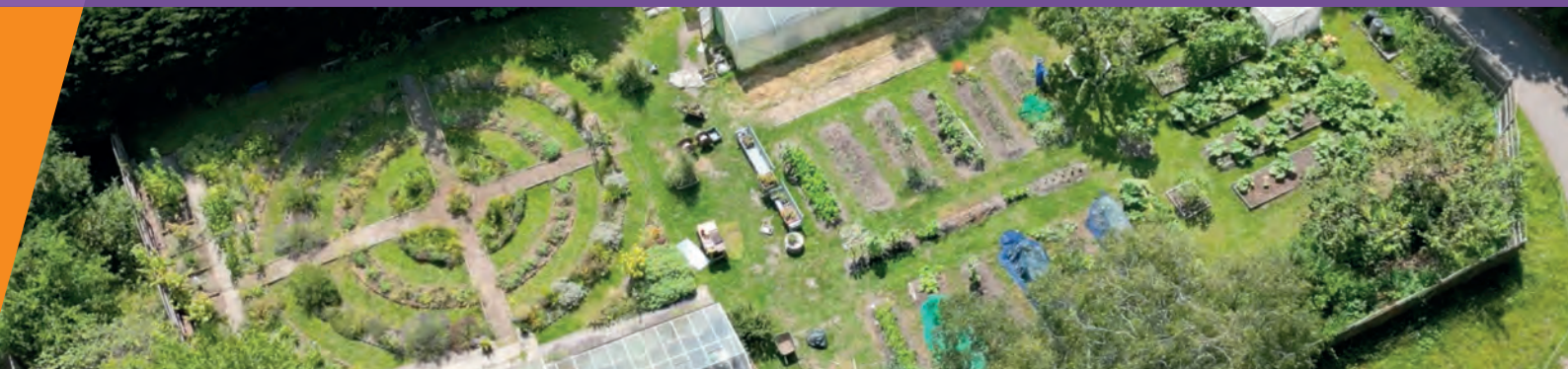


SUMMARY OF DUTIES AND RESPONSIBILITIES

“ I found the recruitment process incredibly easy. HR are a dream with all the help and encouragement I could have wished for and more. Such a good organisation, everyone so friendly and helpful.

NEW MEMBER OF STAFF 2024

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The post-holder will...

- Facilitate a wide range of leisure and social activities during independent living skills period to assist students in their development. These must be age appropriate and where possible help with specific targets identified within study programmes.
- Contribute to student recording and reporting of student progress, risk assessments and reviews.
- Balance giving our students the direct support they need with encouraging appropriate levels of independence. Support and directly assist the students in their attainment of self-help, independence and personal care needs.
- Ensure eating and drinking guidance is known and followed by all staff supporting students. This includes following individual specialist diets for medical, religious or preference reasons. And also following detailed plans in regard to eating and drinking, using specialist adapted equipment and liaison with professionals such as Occupational Therapists and Speech and Language Therapists.
- Support students who have communication needs through total communication approaches.
- Directly support students challenging behaviour. This very occasionally involves physical intervention as a last resort, to make a situation safe, once all the proactive and active strategies have been tried (In accordance with Pro act Scipr training).
- Provide intimate personal care; this may include toileting and washing. This must always be done in the most appropriate, respectful and dignified manner.
- Support assigned students to ensure their health care needs are met, including liaising with medical services
- Assist with the preparation of festivals, gatherings, celebrations and other events as appropriated and required.

PERSON SPECIFICATION

QUALIFICATION, EDUCATION and TRAINING

Essential

Ability to provide written English communication to a competent level

Desirable

QCF L3 Health & Social Care

Level 3 Supporting Disabled Learners

KNOWLEDGE / VOCATIONAL TRAINING

Essential

Ability to follow safeguarding procedures, following training

Demonstrable commitment to own training/ qualifications beneficial for the role

Desirable

Basic awareness of relevant medical conditions including autism, diabetes, epilepsy.

EXPERIENCE

Essential

Experience of a caring / social training / education of others in any aspect of your life

Desirable

Recent experience of working in an SEN/ Learning Disabilities environment

Working in a residential school or college setting and or with learning disabled children/young adults

TECHNICAL SKILLS

Essential

Good verbal and written communication skills

Able to provide positive support for challenging behaviour

Desirable

Experience of Communication systems

- Signalong
- PECs
- Total Communication
- Minimal intervention techniques

INTERPERSONAL SKILLS

Able to establish and develop effective and productive relationships with students, colleagues and parents

A team worker but also able to work independently

MOTIVATION AND APTITUDE

Interest in and empathy with young adults with learning difficulties and disabilities

Passionate in seeking to maximise opportunities for students to develop themselves

Motivated, enthusiastic, and Flexible

Provide a positive role model

Resilient to periods of high/demanding emotional intensity

OTHER

Essential

Ability to participate in light sporting or leisure pursuits

Physical capacity to react quickly in response to students for example kneeling, bending, stretching, running or similar

Desirable

Competent to drive vehicles including mini buses



SAFER RECRUITMENT

We reserve the right to vary or amend the duties and responsibilities of the post and the post-holder at any time according to the needs of its Charitable business.

TSR is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced DBS and Barred List Check will be required. Staff are also prohibited from promoting extremist/radical religious or one-sided political views whilst working at TSR and/or whilst participating in activities associated with their employment.

Your Right to Work will need to be established as part of the appointment process. We will also carry out an online search for all shortlisted candidates, in line with the latest Keeping Children Safe in Education (KCSIE) guidelines.

For more information please visit thesheilingringwood.co.uk/recruitment

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Their safety and safeguarding practice are managed like a golden thread that runs through all aspects of the children's care.

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OFSTED RESIDENTIAL INSPECTION 2024





The Sheiling Ringwood School & College

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HR: hr@thesheilingringwood.co.uk

Recruitment: applications@thesheilingringwood.co.uk

BH24 2EB will take you to the centre of the postcode. Following just the postcode will not bring you to us, but to another site within the same postcode. Please use the Horton Road turning from the Ashley Heath roundabout to accurately find us.

Alternatively, use our what3words grid reference:
[w3w.co/declines.dusters.tractor](https://www.what3words.com/declines.dusters.tractor)



thesheilingringwood.co.uk