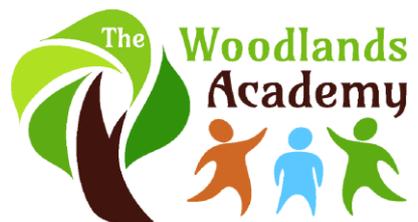




## CANDIDATE INFORMATION BROCHURE





## Welcome from the Headteacher

Welcome to Woodlands Academy and thank you for your interest in our school. We are proud to be the only special school Academy in North Yorkshire, and our staff team all work together with one core aim – ‘To make a real difference to some of the most vulnerable children in the learning system’.

As a convertor academy we have used some of the freedoms this has given us to make sure our curriculum offer is creative and tailored to the individual needs of the pupils. We adopt a ‘holistic approach’ focusing on the development of the ‘whole child’ using a personalised, pupil centered curriculum.

We are committed to providing the best education for all our pupils with all staff being passionate about providing a meaningful and motivating curriculum. Our aim is to help our pupils become responsible citizens who can make a positive contribution to the community.

Our community of 120 pupils (2-16) is filled with dedicated and talented staff, where all children will flourish. As a specialist school for children with a wide range of SEN needs we have a strong moral compass in everything we do and this has seen us develop and grow our number on roll (at the request of the Local Authority) and our specialisms which are predominant within Autism and Communication Needs.

Every day at Woodlands is different and we pride ourselves on the difference that we make each day to the lives of the children we serve. If you are the type of person who is passionate about helping each and every child, has a positive outlook, shows bags of resilience in the face of challenge and wants to inspire children and young people through fun and engaging learning activities then you will fit right in as part of our team.

We welcome visitors and hope that you will come and see for yourself the huge changes which have happened at Woodlands which make us the special school of choice for many.

We look forward to meeting you.

Michelle Hockham  
Headteacher

## About our School

### We transferred to academy status in April 2013

The Woodlands Academy is a co-educational special school for pupils 2-16. The school caters for pupils with a wide range of complex special needs. All have learning difficulties ranging from SLD to MLD. 88% have communication difficulties with a significant number of these pupils within the autistic spectrum. The Academy is in an area of high deprivation and we are currently rated as 'good' by Ofsted in 2018.



The emphasis of the school is on providing a truly meaningful curriculum to an ever changing complex cohort of pupils which is accessible to **all** and which allows them to develop into confident individuals who through high expectation are able to achieve and become as independent as possible finding a fulfilling place within the wider world.

Our vision is to:

- Provide high quality education for all children.
- To identify the need and talents of each student and support and educate them to reach their full potential.

We provide a supportive caring environment where every individual is valued and expected to give their best in order to raise standards. All pupils who attend the academy have SEN. The academy is a specialist provision.

To gain more of a feel of our school please visit our website at [www.woodlands.n-yorks.sch.uk](http://www.woodlands.n-yorks.sch.uk)



## What our staff say about our school

### Victoria Dawson, HLTA

I started working at Woodlands as a GTA in 2015 having previously worked as a hairdresser, I completed an online SEN teaching assistant course prior to starting . I have also received great training, learning and extended my personal development these have included autism training , PECs communication, Food hygiene, first aid, NAPPI (non abusive psycholocial and physical intervention), PDA training to name but a few, as well as learning on the job.

About 2 years later I applied internally for an ATA post working with semi formal learners with significant needs, I got the job and have thoroughly enjoyed having the opportunity to support the pupils to develop, enriching their own personal learning goals. After working 3 years as ATA I applied for a HLTA post which I was successful in gaining and started this September 2019 still supporting semi-formal learners. Woodlands have been great at supporting me to develop personally and offering opportunities to develop professionally, its supportive of its staff and the whole staff are happy to share knowledge, supporting each other both in senior leadership roles, teaching and teaching assistant roles.

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### Megan Prosser, Teaching Assistant

All staff are very welcoming, friendly and supportive. Staff are there to help you with any problems and are very approachable. I couldn't ask for a better team of people to work with. Plenty of opportunities to gain experience and knowledge around different needs.

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## Application Process

The closing date for all applications is **12 noon on Monday 11 January 2021**

Interviews will be held as soon as possible after the closing date.

Completed applications must be returned to Sam Silk at [sam.silk@woodlands.n-yorks.sch.uk](mailto:sam.silk@woodlands.n-yorks.sch.uk).

If you do not receive confirmation of receipt of your application within one working day please call Sam on 01723 373260

**If you think you're the person for the job, please complete the application form available on our website, [www.woodlands.n-yorks.sch.uk](http://www.woodlands.n-yorks.sch.uk) and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

## Queries

Please contact Sam Silk with any queries. Email: [sam.silk@woodlands.n-yorks.sch.uk](mailto:sam.silk@woodlands.n-yorks.sch.uk) , Tel; 01723 373260

### **JOB DESCRIPTION - Caretaker**

Position	Caretaker
Grade	Grade C
Salary	£7,377 - £7,675 pro rata £18,198 - £18,933 Full time equivalent
Hours	15 Hours per week (mornings 7am – 10am) Variable (15-30 hours) Notified Termly
Contract	Permanent, Full Year
Responsible to	School Business Manager
Line Manager	School Business Manager
Safeguarding	Enhanced DBS

### **JOB PURPOSE**

To provide high quality effective caretaking services to ensure a secure, safe and hygienic environment for all Academy users .

This is an opportunity for you to join a team dedicated to the role of supporting the children and enhancing their learning environment.

### **ACCOUNTABILITIES/MAIN RESPONSIBILITIES**

<b>Operational Management</b>	<ul style="list-style-type: none"><li>• Ensure the security of the building, including response to emergency calls.</li><li>• H&amp;S Monitoring – Fire safety, premises inspections, legionella testing</li><li>• Monitor the heating system and report any faults to the Location Manager</li><li>• Ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow</li><li>• Assist with portering duties whilst on site to include moving furniture and hanging curtains</li><li>• Support the maintenance of the building by checking and replacing light fittings, assisting with minor repairs and replacing consumables</li><li>• Daily vehicle checks</li><li>• Monitor and supervise contractors when onsite</li><li>• Assist with cleaning duties as directed</li><li>• Other duties in keeping with the role</li></ul>
<b>Communications</b>	<ul style="list-style-type: none"><li>• Liaise with users of the building providing effective customer service including dealing</li></ul>

	<p>with members of the public in relation to lettings.</p> <ul style="list-style-type: none"> <li>• Liaise with third parties in relation to addressing premises matters as directed.</li> </ul>
<b>Resource management</b>	Keyholder with responsibility for opening and closing buildings and dealing with out of hours emergencies to access properties
<b>Systems and information</b>	Accurate completion of relevant records as directed
<b>Safety and Equipment Use</b>	<ul style="list-style-type: none"> <li>• Dexterity needed for use of DIY tools and some demand for precision.</li> <li>• To ensure safe use of hoovers, floor polishers and other caretaking equipment.</li> <li>• Responding to alarm being raised and taking appropriate action depending on situation to re-secure site</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement. Develop own understanding of equality issues.</li> </ul>

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

### **Equal Opportunities**

The Woodlands Academy supports the principle of equality of opportunity in employment and has a clearly stated policy for Equalities.

## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Qualifications &amp; Training</b>			
Maths & English at Grade C or above	X		2 & 5
Trade skill		X	2 & 5
Current Driving Licence		X	2 & 5
<b>Experience</b>			
Ability to work on own initiative	X		2 & 4
Carrying out minor repairs	X		2 & 4
<b>Skills &amp; Knowledge</b>			
Good verbal communication skills: able to communicate effectively and clearly with a range of staff	X		2 & 4
Organisational skills	X		2 & 4
Customer Focused	X		2 & 4
Self motivated and confident	X		2 & 4

