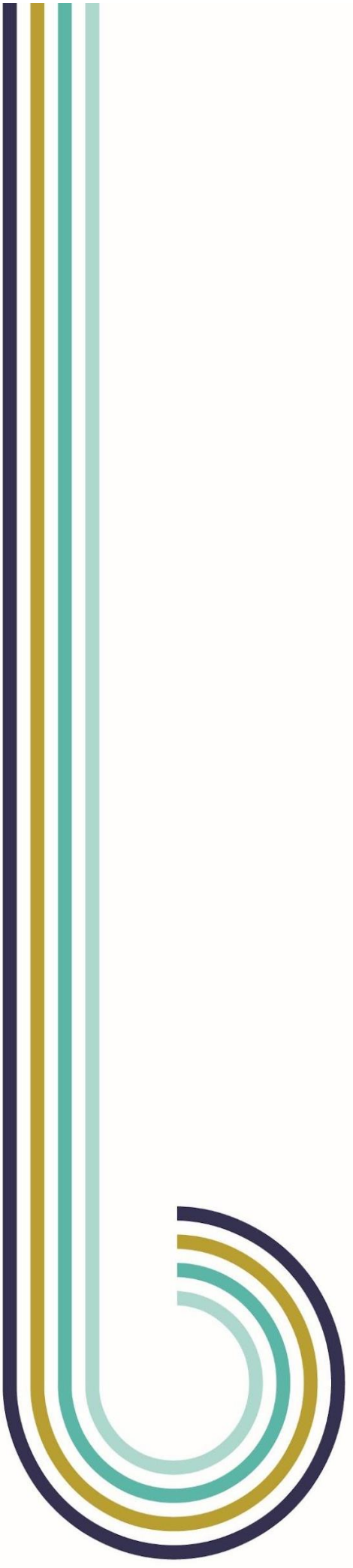




Enriching lives
Unleashing possibilities
Building futures



Ethos and Values

*Enriching Lives
Unleashing Possibilities
Building Futures*

The Opossum ethos is based on our core belief that all pupils deserve high quality education, which engages, inspires and challenges, to ensure that everyone meets their full potential. We strive to create safe and happy learning environments, which promote independence and high expectations of all. We are committed to providing opportunities, which promote open mindedness, empathy and celebration of the rich and diverse communities, which we serve, aiming to ensure that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally. We are determined that our pupils will be successful and will leave us as confident, highly educated members of the community.

We do this by:

- Raising achievement through quality first teaching, which enthuses and motivates; encouraging aspiration to fulfil their potential.
- Ensuring pupil voice is at the heart of all we do to enable children to become confident, resilient and reflective independent learners.
- Offering a broad and varied curriculum, which ensures all children can read, write and are numerate.
- Having an open and welcoming environment where everyone feels welcome and included.

Our Federation

Opossum is a family of schools located in east London, in the borough of Waltham Forest. The federation comprises Dawlish and Newport schools, in Leyton, Oakhill Primary School in Woodford Green and Thorpe Hall Primary School in Walthamstow.

The Opossum Federation is committed to transforming and enriching the lives of the communities it serves.

Applications

The application form has been attached in this email. It may also be obtained by contacting Chloe Foulger. Please submit all completed applications to chloe.foulger@opossumed.org

Only applications submitted on the school's application form will be considered.

Safeguarding Statement

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are subject to pre-employment checks, including an enhanced DBS clearance and Satisfactory References. Candidates are required to submit a self – disclosure form with their application.

Support Staff Opportunity at Newport School

Pupil Support Officer

Workplace: Newport School
Start Date: As soon as possible
Salary: Scale 6 (18 – 21) Salary £30,699 – £32,265 Pro Rata £26,648 - £28,007
Hours: Monday to Friday 8.30-4.30; 36 hours per week
Term Time Only including 5 inset days (45.26 weeks a year)

We believe that all pupils deserve high quality education which engages, inspires and challenges; so that everyone meets their full potential. We strive to create a safe and happy learning environment which promotes independence and high expectations of all. We are committed to providing opportunities which promote open mindedness, empathy and celebration of the rich and diverse community which we serve; so that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally. We are determined that our pupils will be successful and will leave us as confident, highly educated members of the community.

We are looking for an enthusiastic and committed Pupil Support Officer to join our team as soon as possible.

This is a part time contract and the hours are: **35 hours** per week **8:30am – 4.30pm, Monday to Friday term time only including 5 inset days.**

If you feel you have the necessary skills to contribute to our continuing successful journey we would love to hear from you.

To discuss the role or to apply please contact Chloe Foulger at: chloe.foulger@opossumed.org

Closing Date for Applications: Monday 5th June 2023, 9am
Interviews will be held Wednesday 14th June 2023

All posts are subject to an enhanced DBS clearance and Satisfactory References and candidates are required to submit a self – disclosure form with their application.

JOB DESCRIPTION

Safeguarding:

- Be alert to issues of safeguarding child protection, ensuring that the welfare and safety of pupils attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies, procedures and practice
- Assist with developing and maintaining contact with identified families and provide agreed support with both individual pupils and families.

SEN – Medical:

- Assist with the devising and implementation of healthcare plans, as and when required.
- Monitor and follow up, as necessary, accidents relating to pupils in line with school policies

Working with pupils:

- Successfully manage a pupil caseload and facilitate pupils' support as agreed
- Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development.
- Maintain records in line with school procedures E.g. visits to schools, meetings with parents, etc.
- Promote the inclusion and acceptance of all pupils within the school
- work with individuals and groups to support learning, personal development and well-being
- Complete and implement of individual behaviour plans

Support for Parent/Carers:

- Establish positive and constructive relationships with parent/carers
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents
- Liaising and meeting with parents regularly regarding issues for identified students

Multi-agency and partnerships:

- Support effective working partnership with other agencies and individuals
- Attend and fully participate in a variety of meetings with other professionals including Multi-agencies
- Assist in the preparation of FAP reports and pupil Risk Assessments
- Contribute towards the completion of EHC needs assessment referrals

Supporting the school:

- Undertake reasonable clerical duties as required, including:
 - Maintenance of pupils' records.
 - Maintenance of filing systems
 - Covering Reception desk
- Undertake any necessary training associated with the duties of the post.
- Undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job as agreed.
- Assist with day to day running of school as necessary

PERSON SPECIFICATION

| Attributes | Essential | Desirable |
|---|---|---|
| QUALIFICATIONS & TRAINING | <ul style="list-style-type: none"> • Good standard of general education in English & Maths, equivalent to GCSE Grade C or above in English and Maths • Good written and verbal communication skills. • Pediatric First Aid Qualification • Good ICT Competency | |
| KNOWLEDGE & EXPERIENCE | <ul style="list-style-type: none"> • Experience of using all Microsoft Office packages • Experience of school-based IT systems, such as SIMSs and ParentMail • Experience of working effectively on own initiative without close supervision and organising own workload to meet deadlines. | <ul style="list-style-type: none"> • Experience of school office based work • Experience of using computerised systems, (SIMS, databases) |
| COMPETENCIES & PERSONAL SKILLS | <ul style="list-style-type: none"> • Ability to act with discretion and maintaining confidentiality. • Ability to work as part of a team as well as independently • Ability to use own initiative • Ability to work in highly pressured environment. • Effective communication skills, both verbal & written. • Eye for detail and committed to accuracy. • Ability to develop positive relationships with adults and children across the school community • Promote diversity and inclusion for all • Good organisational skills to meet demands and deadlines of the role. | |
| OTHER JOB SPECIFIC REQUIREMENTS | <ul style="list-style-type: none"> • Commitment to the school's mission statement and agreed values | <ul style="list-style-type: none"> • Ability to work flexibly and outside school hours as required (E.g. Open Evenings, meetings, school events). |
| DISQUALIFYING FACTORS | <ul style="list-style-type: none"> • Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the council's Equal Opportunities Policy. | |