

MDA Job Information Pack



Together we will; respect, achieve and make good choices.



Midday Assistants

"Igniting the flicker into a flame."

MDAs take an important and highly valued part of our inspirational and passionate team. They fan the flame; allowing our young people to discover their way to shine bright. Everyone has a unique connection with each young person and we listen to every guiding voice in a young person's transformational journey.



Thank you for being intrigued in the role of MDA at Glenwood School. Glenwood is an amazing place to be, for both learners and staff.

Glenwood School will aim for nothing but the best in support of its learners. Its mission is to be transformational.

Our model is deeply rooted in making progress that is meaningful for learners and their families.

The successful candidates will be professionals who recognise the importance of doing things differently to ensure learners achieve and enjoy life.

We are looking for an MDA who can recognise the unique “fabulousness” and unique contributions of our learners, demonstrate initiative and contribute great ideas towards their lives.

As an MDA at Glenwood School, you will be a member of a daring and dynamic team and work closely with a diverse team of education and health professionals.

This is a challenging role which will be demanding in terms of taking on new ideas and ways of working. However, support will be there when you need it. We offer the chance to shape a role and to be involved with something very special.

We are looking forward to welcoming new professionals to our team. Visits to the school are welcomed, please contact the school office to arrange. We look forward to receiving your application.

Headteacher:

E. Cornish

Please call 01268 792575 or email
admin@glenwood.essex.sch.uk
to arrange a discussion.



A very exciting chance to influence the next stage of the development of our highly respected local special school and to deliver transformational outcomes for our young people who already shine bright.

Our School: Glenwood is a brave special school for pupils aged 3-19 years. We provide for 228 young people. We moved into a superb building in September 2017 and we also benefit from a separate residential provision, which is used as an educational intervention as part of the school's holistic approach.

Closing Date:

On going

Pay Scale:

LG Pay Scale 2 £10.79 to £10.98 per hour

Working pattern:

Monday to Friday term time

Morning: 9am – 1:15pm or

Afternoon: 11:45am – 3pm

Please contact the school to arrange a visit either by telephone on 01268 792575 or by email: admin@glenwood.essex.sch.uk.

Why Work at Glenwood?

Staff Testimonial – Class Teacher:

I started working at Glenwood School in September 2022 as a Class Teacher. At first, I was nervous and apprehensive about moving from a mainstream setting, however, the nerves soon disappeared once I met the learners and staff. The staff are so supportive and are eager to help you in all aspects of school life. At Glenwood School, it's not just the learners that learn - the teachers are constantly picking up new skills too. The learners benefit from a highly structured environment, which means there's no better way to hone your classroom management and organisational skills! Not only that, but you'll also improve your interpersonal skills and communication skills, and you'll learn how to interact with and be part of a wider team, including parents, other teachers, specialists and even psychologists. Working at Glenwood School has given me the freedom to be creative with what I teach and how I teach it. It's all about the individual learner and finding ways to inspire them. At Glenwood School the curriculum is not a one size fits all strategy - it's about trying new things and adapting your teaching style to meet individual needs. Without a doubt, one of the most rewarding parts of working at Glenwood is that you get to learn from the young people in your class every day. Watching them overcome obstacles and work so hard to make progress is one of the most inspiring things in the world - and despite the challenges involved with SEN teaching, there's nothing more rewarding than seeing a learner succeed.

Staff Testimonial - LSA:

I have worked at Glenwood School for over 6 years now. I have worked with different learners of various ages and abilities, and each day I am still learning from them all. When I am working with our young people, I love to see the progress they make over time and making a difference to their life. I feel very lucky to be part of the Glenwood team and have support from others.

Staff Testimonial - HLTA:

I started at Glenwood just over 5 years ago, the school has helped me to develop in to my current role as a HLTA and also supported me to undertake the Level 3 teaching assistant qualification. I really enjoy working here, it is an amazing school with some amazing colleagues and learners. Over the years here I have worked across the school, every day is full of different challenges but what we get in return from our learners is priceless.

Our Curriculum Worlds

Every one of our young people is inspirational and can lead the way.

It is our role to support each learner, to recognise their own value and find ways of sharing this with the World Beyond Glenwood.

We create a personalised curriculum, with communication at the core. In planning for each learner, we start from where the learner is. Each individual's curriculum must come out of what we know about them and what they want and need and the knowledge, visions and priorities of parents, carers and other professionals. We think about future outcomes and put targets and strategies in place to begin the journey of equipping them with skills that will lead to a future where they can be happy, communicate as well as they can and be as independent as possible.



**The
Environmental
World**



**The
Expressive
World**



**The Physical
World**



**The World
Beyond
Glenwood**



Glenwood MDA

“Igniting the flicker into a flame”

MDAs take an important and highly valued part of our inspirational and passionate team. They fan the flame; allowing our young people to discover their way to shine bright. Everyone has a unique connection with each young person and we listen to every guiding voice in a young person’s transformational journey.

MDAs work in partnership with class teachers to support learners with severe needs and to support their learning in line with their personalised curriculum and Glenwood approaches to transformational learning.

Post title:	MDA
School:	Glenwood School
Pay range:	LG Pay Scale 2
Line manager:	Class Teacher

Main Purpose:

To work in partnership with class teachers and learning support assistants to support learners with severe needs during lunchtime.

Expectations:

- Play a role in active safeguarding and the effective reporting of safeguarding concerns
- Establish positive relationships with learners, appreciating and respecting uniqueness, choices and preferences
- Work together with other staff in a creative and solution-focussed way
- Listen and value what young people are telling us
- Interact with compassion and respect with learners, parents/carers and staff
- Take an active role in your own self-care, positive attendance and punctuality
- Be accepting of using your skills flexibly and be open to new changes and new initiatives
- Exemplify the school standards for your role
- Work towards the whole-school targets for your role
- Champion the school vision and values including working with kindness, positivity and readiness to learn

Duties:

- Understand specific needs and provide differentiated support to learners individually and within a group
- Establish positive relationships with learners supported
- To supervise learners during leisure-times when the postholder should facilitate games and activities
- Provide feedback to learners in relation to attainment and progress under the guidance of the teacher
- To attend to learners' personal needs including help with social, welfare, care and health matters, including all aspects of personal care, mobility etc
- Carry out specific additional care tasks for individual learners only at the direction of a suitably qualified member of staff and once full training has been given
- Promote positive learner behaviour in line with school policies and help keep learners on task
- Monitor and record learner responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- To assist learners to develop their eating, drinking and social skills during lunchtime
- Assist the teacher and other staff in the implementation of personal and social support strategies
- To operate, and as appropriate maintain specialist equipment
- Liaise with staff and other relevant professionals and provide information about learners as appropriate
- To inform the class teacher or Headteacher/ Deputy Headteacher of any concerns regarding a learner or group of learners.

General:

- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The duties may be varied to meet the changing needs of the school at the reasonable discretion of the headteacher.

This job description does not form part of the contract of employment. It describes some of the ways the postholder is expected and required to perform and complete the particular duties as set out above.

Knowledge, Qualifications & Experience

- Basic knowledge of First Aid and understanding of School
- Good reading and writing skills
- Good numeracy skills

Communication

- Ability to use clear language to communicate information unambiguously
- Ability to listen effectively
- Overcome communication barriers with children and adults
- Consult with children and their families and carers and other adults

Working with Children

- Understand and implement the school's behaviour management policy
- Ability to understand and support children with developmental difficulty or disability
- Good understanding of the general aspect of child development
- Ability to assess progress and performance
- Understand and support the importance of physical and emotional wellbeing

Working with Children

- Understand the role of others working in and with the school
- Understand and value the role of parents and carers in supporting children
- Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
- Ability to work effectively with a range of adults
- Know when, how and with whom to share information
- Ability to follow instructions accurately

Responsibilities

- Good organisational skills
- Ability to remain calm under pressure
- Ability to support the work of volunteers and other teaching assistants in the classroom
- Ability to manage own time effectively
- Demonstrate creativity and an ability to resolve routine problems independently

General

- Awareness of and commitment to equality
- Basic understanding of Health & Safety
- Understand and implement child protection procedures
- Understand procedures and legislation relating to confidentiality
- Be prepared to develop and learn in the role



Glenwood School

Headteacher: Liz Cornish

Glenwood School, Rushbottom Lane, Benfleet, Essex. SS7 4LW.

Email: admin@glenwood.essex.sch.uk Telephone: 01268 792575



GlenwoodSchoolBenfleet



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