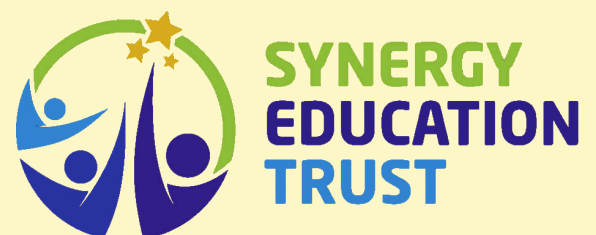




# Special Support Assistant

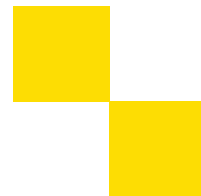
Highfurlong School,  
Blackpool



Highfurlong School, Blackpool, FY3 7LR  
01253 392188

[www.highfurlong.org](http://www.highfurlong.org)  
[www.seteducation.org.uk](http://www.seteducation.org.uk)

# Welcome



**Greetings and warm regards,**

**I am delighted that you have expressed an interest in the post of Special Support Assistant at Highfurlong School. I hope that after considering all the information you will make an application.**

Highfurlong School is a 2-19 special school academy in Blackpool, with 144 pupils on roll, with a wide range of physical and medical needs and severe and complex learning difficulties.

In April 2024 Highfurlong became an academy joining the newly formed multi academy trust- Synergy Education Trust with other Blackpool schools.

The mission at Highfurlong is to improve the life chances of all of our young people within our supportive family of schools, providing opportunities to allow young people to achieve beyond expectation, regardless of background, need or prior attainment.

We are determined and passionate to ensure that all of our staff are supported and trained to make a first class provision for all of our young people.

Synergy has six key values that underpin our work and ethos:

- Inclusive Provision
- Empowering Individuality
- Innovation
- Honesty
- Respect
- Collaborative Working

We are looking to recruit several dedicated support assistants to

join the

Highfurlong Team. They will be passionate about helping every pupil to achieve their potential and ambition, whilst leaving no child behind and will hold safeguarding central to all the systems, processes and strategies at school.

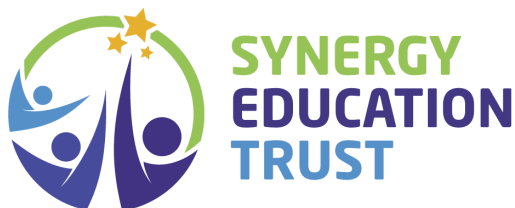
I hope you are excited by the prospect of this post. If you require further information or have any questions about the role please contact Jasmine Short- Head of School on 01253 392188.

Wishing you every success on the submission of your application

Warm regards,

**Susan Strother**

Chair of Trustees, Synergy Education Trust



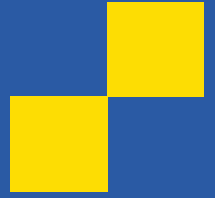
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# About Highfurlong School

We are seeking to appoint several Special Support Assistant's to work as part of the professional intimate personal care team across the full age range of children in school (2-19 years, male and female). To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Highfurlong is a 2 – 19 Special School Academy in Blackpool with 144 pupils on roll, with a wide range of physical and medical needs and severe and complex learning difficulties. We are an Outstanding School, and we are keen to recruit several Special Support Assistants who can uphold our high standards and expectations and support us in our journey to improve every day.



# Vision and Values

'Our children are at the heart of everything we do, we want our pupils and staff to be the best they can be and we want to be one of the best schools in the country' Mrs Short, Head of School

The vision for our school is to be the best resourced provider in the area/country, with state of the art facilities, meeting a wide variety of need. The school will offer education of the highest possible quality delivered by a team of highly skilled staff.

Teaching and learning is and will continue to be enjoyable and fun and is of the highest possible standards, so the children and young people will be the 'best they can be'. Highfurlong School will work with families, other professionals, colleagues and the wider community to realise our vision. Happy pupils, happy staff, happy families and outstanding progress for all.

'It is a joy to just stand in the school and feel the goodness coming out of it.' (Ofsted 2014)

As such, the vision for this school is very clear:

*'We inspire the Highfurlong Family to be the best that they can be  
Our bespoke curriculum provides challenge in all  
areas of education and development for the pupils  
We believe everyone can flourish in our warm and friendly school'*

In summary, as an outstanding school, we are not afraid to move forward. Our culture and ethos is one of continual improvement and high aspiration – 'to be the best we can be' in every aspect of our work. Highfurlong sets itself apart by continuing to develop and deliver the very best provision with a wide range of innovative processes.

# Benefits of working in the Trust



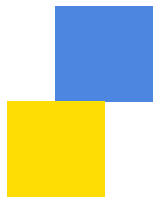
## Vision

At Synergy Education Trust we pride ourselves on being an employer that continually invests in our employees as we know that it is our staff who will ensure that we meet our vision. As a new Trust, we are currently designing and building our offer for staff which is a priority for Trustees and the Central Team.

## Current Benefits

- 01** Employee Assistance Programme Our programme is run by Health Assured and provides a support line for staff to access a range of practical and emotional help 24/7. This includes counselling, financial, legal and practical support from qualified professionals. There is also access to an online health and wellbeing resource, as well as face to face counselling as required
- 02** Pensions  
You will have the option to join the Local Government Pension Scheme, which is a defined benefit scheme that provides a guaranteed income pension for support staff in England and Wales
- 03** Pay Progression  
As well as any nationally agreed pay award (a salary increase linked to inflation), our employees also have access to pay progression in accordance with the pay scale for the role.
- 04** Continuous Professional Development  
a strong commitment to continuing professional development, as an accredited CPD training investor provider, with regular training opportunities

# Job Description



## **Purpose of the role**

To work as part of the professional intimate personal care team across the full age range of children in school (2-19 years, male and female). To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

## Responsibilities

1. Attend to pupils' personal needs including toileting, hygiene, dressing and feeding, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
2. Work with individuals or groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
3. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional
4. Support pupils to understand instructions support independent learning and inclusion of all pupils
5. Support the teacher in behaviour management and keeping pupils on task
6. Physically assist pupils in activities (may involve hoisting/lifting, where mobility is an issue)
7. Requires the regular manoeuvring of pupils with severe physical disabilities.
8. Prepare and clear up the learning environment and resources and contribute to maintaining a safe learning environment, including photocopying, filing and the display and presentation of pupils' work.
9. Responsible for the careful and safe use of specialist equipment e.g. standing frames, sensory equipment
10. Maintain confidentiality and adhere to safeguarding procedures
11. Working with individuals, small groups and/or whole classes of pupils where work is regularly interrupted, which requires switching from one activity to another.

## Special Support Assistants at this level may also:

1. Administer medication in accordance with an agreed plan under direct supervision of healthcare practitioner and following appropriate training use of gastrostomy tubes and PEGS for feeding
2. Record basic pupil data
3. Support children's learning through play
4. Assist with break-time supervision including facilitating games and activities
5. Assist with escorting pupils on educational visits
6. May demonstrate own duties to new or less experienced staff.

# Person Specification



## **ESSENTIAL CRITERIA**

- Good literacy and numeracy skills (Minimum requirement level 2 Functional Skills or GCSE English Grade C/4)
- NVQ level 2/ similar qualification in relevant field
- An excellent report from placement or previous employer
- Knowledge of SEND
- Experience of working in personal care (showing empathy and respect when involved in intimate personal care)
- Commitment to the development and maintenance of good relationships with staff, parents, pupils, governors and the community.
- Ability to work individually or as part of a team
- Good communication skills
- Commitment to continuing professional development
- Demonstrate flexibility appropriate to circumstances
- Communicate enthusiasm and energy
- Believe passionately that every student can succeed and even exceed their potential

## **DESIRABLE CRITERIA**

- Recent and Relevant CPD or INSET experience
- Recent experience of working with young pupils with SEND (preferably within a education environment)
- Knowledge and appreciation of strategies to support children with additional needs

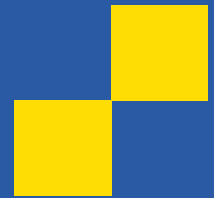


## Safeguarding Information

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications. As a part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the school and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed onto the recruitment manager and discussed during interview. We are deeply committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

All necessary safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: Keeping Children Safe in Education, 2025 – KCSIE 2025. This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

No applicant will be disadvantaged or discriminated against because of the protected characteristics under the Equality Act 2010.



**For further information please visit our website at:**

**[www.highfurlong.org](http://www.highfurlong.org)**

