

College Class Technician

Information Pack



Welcome



We're delighted you're considering the role of Class Technician at Treloar's. This role is key to supporting the students in their learning and working directly with the teacher in each class to enable success. We are looking for someone who is dedicated and passionate about making a real difference to our learner's lives. Treloar's is a fantastic place to work with a brilliant team of dedicated and inspirational staff. We aim to support our staff and offer a wide variety of professional development opportunities. We are keen to hear from applicants from a wide variety of backgrounds with diverse skill sets so please don't be put off if you've never worked somewhere like this before. Please get in touch if you'd like an informal chat about the college or to come and visit our campus. Thank you for taking the time to learn more about what we do and I look forward to hearing from you.

Ben Bastin

Head of College

About this pack

We've set out some information to help you understand what working at Treloar's is like, and why you will play such an important role in supporting our students.

This information can help you in completing your application and preparing for your interview.

We've split the information into sections, please have a read through before your interview, and do let us know if you have any questions. Details of how to get in touch are on the last page.

About Treloar's



Treloar's was founded in 1907 and over a hundred years later Treloar's has steadily grown and developed, becoming one of the country's leading providers of education, care, therapy, medical support and independence training for disabled young people.

Today we are a charity which provides a highly specialist school, college and nursery for disabled children and young adults with complex needs.

Based in Hampshire, we are one of the UK's largest specialist education centres, supporting around 180 students, aged 4-25 years who come from across the UK and overseas.

We are a large community of over 850 staff and volunteers and we are experts in our field.

Every day we give young people the emotional, physical, clinical and educational support that their complex conditions require. And we'd love you to be part of this too.

"For me, Treloar's is a place where people like me are encouraged to reach their full potential and where they're allowed to be who they want to be. Furthermore, it's a place where we're respected, have fun and treated like family, both in and out of the classrooms and houses." **Student Governor**





About the College

Every young person should have the opportunity to have an education to enable them to achieve their potential and to work towards their future plans. At Treloar College we support disabled young people with their preparation towards adulthood. We work with our students to develop their skills towards their future, living, employment and leisure opportunities. Treloar's was established over 100 years ago by the Lord Mayor of the City of London, a link which continues to this day. Over our long history we have developed a centre of expertise which specialises in complex physical disabilities, often combined with learning, communication and sensory difficulties. We strive to provide the highest standard of care and support for the students in our care.

Our students join us with a wide range of physical disabilities from across the UK and abroad. Treloar's embraces young people from all faith backgrounds, including those of no particular faith. A large emphasis is placed on inclusivity and celebrating diversity within the student body. We cater for the diet, religious and cultural beliefs of each student and are proud to be holders of the Investors in People Gold Award.

We are one of the leading colleges in the country and have received ratings of 'Outstanding' in all areas by both OFSTED and The Care Quality Commission in their most recent inspections.

We prepare students for the many challenges of adult life by concentrating on the whole person. We create unique plans for young people of all abilities and ambitions – from independent living and personal development to learning skills for life and gaining qualifications. We work in partnership with the students, assisting them to identify goals and targets and to work towards these. The team consists of staff from education, transition, residential, therapy and other specialities.

Students participate in and enjoy a full range of sports, social and enrichment activities, many of which they may not have had full access to in the past.



About the role



The college class technician is the most senior Student Support Assistant in each class and works closely with the teacher to ensure our students achieve their goals and aspirations. You will be working with group of students and be part of one of our 4 curriculum pathways supporting physically disabled people on our world leading campus.

We welcome applicants with diverse skills sets and a variety of experiences in education to join our team. If you've never worked in a specialist setting such as Treloar's, we would invite you to come and visit to find out who we are and what we do. If you are a dynamic, committed with a passion for supporting young people we want to hear from you! You might be an aspiring teacher or have an interest in education and we can help you to achieve your goals whilst you help our students.

Treloar College is a leading Centre for physically disabled young people and the College aims to enable all our learners to achieve their long-term goals. We provide highly personalised and bespoke learning, therapy and care to our 90 students, supporting their transition into adulthood, giving them the confidence and skills to achieve their full potential whilst promoting independence. We are also committed to ensuring each staff member has the opportunity to learn and grow during their career with us through bespoke professional development opportunities.

The successful candidate will:

- be a passionate and committed team member
- have excellent communication skills
- have the ability to support students across a range of ability levels
- be committed to ensuring students reach their full potential
- be innovative and creative with ability to think outside the box
- hold a relevant level 3 qualification in care and/or education and be committed to achieving a level 4 teaching and learning qualification. You may already hold this qualification as well.



Our Values and Ethos



Our Mission

A world where physically disabled young people take control of their lives and achieve their aspirations.

Our Vision

To enable physically disabled young people to achieve their aspirations by:

- Providing personalised learning, therapy and care
- Supporting transition into adulthood
- Promoting independence and inclusion

Our Values

We are Inclusive

Everyone – regardless of physical ability, where they live or their means – should have the opportunity to take part in life. We treat our beneficiaries with the same dignity as their non-disabled peers and work to remove barriers in their way.

Our students and beneficiaries are always at the centre of everything we do. Before we make decisions, we ask, “How will our students and beneficiaries benefit from this?”

We act with Integrity and Respect

Physically disabled young people should be free to direct their own lives. We listen to young people’s views and support them to make age-appropriate choices about their daily life and informed choices about their future.

We celebrate and promote diversity, value and support each other, and treat everyone with mutual respect. We support a culture of openness, honesty and transparency, where the safeguarding of our students and wellbeing of our staff is paramount.

We strive for Excellence

Physically disabled young people and their families deserve outstanding care and support.

We work to make sure all our services are excellent and actively challenge each other to ensure continuous quality improvement.

We continually innovate to ensure that our beneficiaries receive the cutting-edge, excellent support they deserve.





What support does Treloar's provide?

Each of the students is a unique individual with their own ambitions, aims and dreams for their future.

The students at Treloar's are here because they live with complex needs and require additional support to reach their goals, access high quality education and become as independent as possible.

They come to Treloar's because we have a highly-adaptive environment, and provide support that mainstream education centers can't, such as on-site health, specialist equipment, physio, occupational and speech and language therapy.

We support students with a wide range of disabilities but many of the students live with cerebral palsy or muscular dystrophy and need significant support, including with their daily movement, personal care and communication. With every student, there will be an element of physical work involved, and as a staff member, you will be required to support with this.

Many of the young people at Treloar's also require support throughout the day and night – with over half our students staying in our on-site residential houses.

Regardless of their need, we believe passionately in supporting students to express themselves, communicate with others and make choices and decisions about their lives and care.



" Things I like about Treloar's is that they help you plan trips and offer activities and awards such as Duke of Edinburgh and boccia. Treloar's has helped me with my independence by letting me cook and doing my own bookings and giving me tools to work on my own in class." **College Student Council Chair**

Additional benefits and support



Benefits

- **Pension Scheme** – The Trust operates a Group Personal Pension Scheme. The employee's contribution is flexible from 3.2% of basic salary up to the maximum allowed by the Inland Revenue. The employer will pay one and a half times the employee's contribution up to a maximum of 7.5% of basic salary. Teachers may join the Teachers Pension Scheme.
- **Independent Financial Advice** – available to those who join the Group Personal Pension Scheme
- **Life Insurance** – free life insurance cover equal to 3x basic salary (excluding those in Teachers Pension Scheme who have life insurance provided as part of their pension arrangements)
- **HSF Health Cash Plan** – HSF health plan covers day to day health costs like dental & optical bills, as well as physiotherapy and chiropractor support. Also included within the plan is HSF Assist which provides unlimited access to a variety of assistance helplines and services such as GP Telephone Advice, Counselling service, legal helpline.
- **HSF Perkbox** – access to a large variety of discounts
- **Occupational Health Service**
- **Discounted Gym Membership** – at nominated gym club premises close to Treloar
- **Critical Illness** – one year's salary as a lump sum payment to those colleagues who have a critical illness recognised by the policy.
- **Generous Holiday**
- **Sabbatical Leave** – after 5 years' service, an employee may apply for a period of unpaid sabbatical leave to a maximum of 4 months. Some of the period must be spent on activities that have relevance to the candidate's work within the Trust.



Training and Development

We are committed to developing and supporting our colleagues throughout their career. Our training package is extensive. You will have multiple paid training opportunities during your time here and if you are interested in expanding your career, we are committed to career progression, with many progress pathways open to you.

Job Description College Class Technician



Accountable to: Tutor

Job Purpose:

1. Preparation and organisation of equipment and materials within the classroom.
2. Provide support to students in the practical and theoretical aspects of their course and other learning / care activities.
3. Cover and lead for lessons in the absence of the tutor.
4. Lead other SSA's in their work supporting teaching and learning

Key Tasks:

- Key liaison with tutor on session delivery and student progress
- General organisation of classroom and support with ordering of stores
- Take responsibility for preparation of the equipment and materials required for learning
- Assist students during lessons in practical and theory tasks and activities
- To Support the tutor to record/monitor student goals and targets including Literacy and Numeracy
- Upload evidence relating to student progress
- Supporting and mentoring new and existing staff
- Being a role model to other SSA's
- Assist students as needed and escort back to boarding houses
- Providing aspects of personal care including administration of medication with appropriate training
- General administrative support to tutor to maintain and update files
- Maintain a system of routine checks of equipment and arrange for maintenance
- Maintain an inventory of all equipment and materials in the department
- Awareness of Health & Safety aspects of equipment use and maintenance (Training will be offered)
- Accompany students on educational visits and work experience placements
- Assist student during examinations as required
- Other duties considered reasonable by tutor or Head of College
- To participate in the Treloar Trust Performance and Development Review (PDR) system
- Responsibility for cover of and lead to lessons as agreed by the tutor and in times of absence
- To maintain and change displays on relevant notice boards
- To support off site visits including planning and preparation
- To be the first point of contact and coordinator liaising with and maintaining an overview of Functional Skills targets and students' progress

Other duties:

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

The role



PERSON SPECIFICATION – Class Technician

MINIMUM	DESIRABLE
Qualifications 1. Qualified to GCSE level C or above (or equivalent) in Maths and English 2. Willing to train to expand knowledge of techniques, processes that are specific to the area of work 3. Hold a relevant level 3 qualification relating to care and/or teaching and learning. 4. Be willing to complete a relevant level 4 teaching and learning qualification (to be completed within 18months)	1. To hold a relevant Level 4 Teaching and Learning Qualification 2. Health and Safety level 2 or equivalent 3. Teaching qualification
Knowledge and Experience 1. Experience in working with students who have SEND 2. Experience in providing personal care and administration of medication	1. Experience of working with young people with complex physical needs.
Skills and Abilities 1. Competent IT skills 2. Ability to organise a group independently 3. Ability to understand and use a range of equipment safely	
Personal Qualities 1. Able to work under pressure 2. Able to work on own initiative 3. A commitment to promoting <u>and safeguarding</u> the welfare of students	
Physical Requirements 1. Ability to cope with the physical demands of the post	
<p><u>TRELOAR TRUST IS COMMITTED</u> <u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u> All successful candidates will be subject to a Disclosure and Barring Service Check along with other relevant employment checks</p>	

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY

The role

How to apply

To apply, please visit our website and complete the application form on-line.

Closing date: 15th September 2024
Alternatively an application form can be downloaded and returned to hr@treloar.org.uk

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested in the position, please submit your application as early as possible.

If you'd like to visit or have an informal conversation with the Head please contact ben.bastin@treloar.org.uk

Treloar Trust is committed to safeguarding children, young people and vulnerable adults. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks.

We look forward to hearing from you and thank you for your time.