



Transforming Lives

EDUCATIONAL TRUST

**Lead First Aider –
Ashlawn School**

Recruitment Pack March 2023

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About Transforming Lives Educational Trust

Our History

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high-quality school places. The Trust is set to grow over the coming years and currently comprises of two secondary-phase academies, Ashlawn School and Houlton School, and two primary-phase academies, Henry Hinde Infant School and Henry Hinde Junior School. Currently we are responsible for approximately 2400 children and young people and, along with the Trust's Central team, 350 employees and £13m of public money annually.

Our Vision

We believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential.

Our family of academies will be recognised as the most forward-thinking and innovative organisations within the communities they serve, providing a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

Our Strapline

Transforming tomorrow, today.

Our Standards

One team, one goal

- ◆ We are totally united and committed to improve life chances.

Best daily deal, everyday

- ◆ We have the highest expectations for all, in all, from all, always.

No excuses

- ◆ We see it, own it, sort it.

Community First

- ◆ If it's important to you, it's important to us – we care.

Our Values

Tend the team – *listening to, sharing with, and learning from others so that we nurture the potential of all (loyalty)*

Reach for excellence – *only comparing ourselves to the best – seeking to match and then surpass it (excellence)*

Utilise innovation – *seeking forefront thinking and creativity, and leading the change (courage)*

Seize success – *holding onto our vision and building on our achievements (tenacity)*

Thank as you go – *recognising the contribution of others to the Trust's successes (kindness)*

Our Academies



Our Team

Without exception, everyone is deeply committed to the very highest outcomes, regardless of their role, recognising the strength of collective contribution and effort.

Leaders

Academy leaders, driven by exceptional Principals, focus relentlessly on pupils and their outcomes, with everything else as peripheral. They are restless in their leadership, seeking ever better ways to improve in a culture of success. They do what it takes to make the difference.

Central team leaders, motivated by an inspiring Executive, lead high performing teams who add value to our academies by providing the environment in which others thrive. They unburden academy leaders, enabling them to keep the main thing, the main thing – pupil outcomes.

Governance, for our academies and for the Trust, is robust, rigorous and proportionate, providing professional support and challenge so that leaders strive to the limit of what is possible with a sharp focus on outcomes and excellence.

Our leaders never allow the urgent to distract them from the important, navigating a clear route to long-term success.

Teachers

Our teachers are highly effective in the classroom, both in the uncompromising quality of their teaching and in the perceptive and individualised attention they give to pupils. They are passionate about the subjects they teach and dedicated to the children in their care. Our teachers are carefully recruited and expertly supported to make sure they, like our pupils, are always at the top of their game.

Support Staff

Our support staff are the backbone of our organisation and are specialists in their areas of responsibility. Like our teachers, they are well-trained and highly effective at ensuring the smooth operation of our Trust day in, day out.

Our Aims

1. Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
2. Others hold our academies, and the Trust, in the highest regard.
3. Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.
4. Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
5. Our Trust operates at least seven academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phased academies.
6. The welfare of our children and staff is promoted effectively in a safe environment where they are protected from harm.

Why Work for TLET?

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put simply, we are loyal to our employees and receive their loyalty in return.

Comprehensive Induction

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

Tailored Training

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

Tending the Team

At TLET, we recognize that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional wellness. This centres around a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

TLET Central Team

As an employee at TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team deliver leadership, finance, estates, business operations, SEND, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team work in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.

Furthermore, we follow the School Teachers' Pay and Conditions Document, the National Joint Council guidelines and recognize continuity of service for all employees joining TLET to ensure that our employees are looked after well compared with others in different settings.

About the Role

Thank you for your interest in the position of Lead First Aider at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

So, who are we looking for?

Ashlawn School wishes to appoint a Lead First Aid Officer to run first aid provision and to support the school to ensure that medical emergencies and illness are attended to with care, compassion and efficiency. Ashlawn School is a large, busy and active school and this means that First Aid provision can be busy. If you enjoy a varied day and interacting with a wide range of people, both staff and students, then this is the role for you.

Why work for Ashlawn School?

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application.

How to Visit & Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website [website \(www.tlet.org.uk\)](http://www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply you should include a supporting statement with your application form (either in the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline*	
20 th March 2023	Position advertised
28 th March 2023	Closing date for applications (9am)
28 th March 2023	Final Shortlisting and contact with candidates References will be requested at this stage
31 st March 2023	Final Panel Process

**Timeline may be subject to change*



Job Description

Location:	Ashlawn School
Job Title:	Lead First Aider
Salary:	NJC05 £21,575.00 FTE Actual Salary: £17,202.00
Contract:	35 hours per week Monday – Friday Permanent, Term Time plus 7 days
Start date:	ASAP
Responsible to:	Student Services Manager
Responsible for:	No direct reports
Key relationships:	Administration and Safeguarding Teams, Pupils
Job purpose:	To lead First aid provision across the school and administer first aid in the First Aid Room and in other parts of the school when required

MAIN ROLE AND RESPONSIBILITIES:

To be responsible for the medical welfare of students and staff, including provision of first aid services and maintenance of accident and Incident Records:

- To take charge of the First Aid room, its facilities and equipment
- To be the primary contact for emergency call-outs
- To replenish stocks of First Aid consumables. Ordering, control and usage of medical supplies within the whole school
- Checking medication held, e.g., EpiPen's for use by dates
- To be part of the team called upon to offer advice on and administer first aid
- Contacting parent(s)/carer(s) as and when necessary with regards to students' welfare and/or sudden illness
- To care for students who report to the First Aid room with sickness or injury until they are either sufficiently recovered to return to lessons or are delivered into the care of a parent/carer
- Provide administration for student medical records and ensure these are all kept up to date
- Make decisions relating to the referral of students and staff to a doctor or hospital, calling an ambulance in cases of serious illness or injury
- To accompany sick or injured students to hospital when no parent/carer can be contacted for this purpose, in collaboration with the Office Manager to ensure cover for first aid is arranged
- To ensure that First Aid qualifications for all First Aid qualified staff are renewed as and when appropriate
- To liaise with new intake parents re any special medical requirements

- To undertake any specialised training commensurate with students' special medical requirements.
- In liaison with the School Nurse Team, to organise, arrange and monitor all vaccination programmes carried out on the school premises
- To be aware of and act of school safeguarding policies and practices, liaising with appropriate authorities internally and externally on matters of student welfare and safeguarding
- General administration duties during quiet periods
- Any other duties reasonably required by the line manager /Principal which are commensurate with the post.

This job description sets out the duties and responsibilities of the post at the time it was drawn up.

Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.



Person Specification

Job Title:	Lead First Aider
Reports to:	Student Services Manager

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	<ul style="list-style-type: none"> Advanced First Aid Qualification and/or willingness to complete appropriate training in advance of start date A First Aid at Work Qualification 	<ul style="list-style-type: none"> A Nursing Qualification is desirable, though not essential
Experience	<ul style="list-style-type: none"> Aptitude or experience of working with ICT 	<ul style="list-style-type: none"> Previous experience of working in a school environment and working with school IT systems Managing a team
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> Administrative and organisational skills Empathy and the ability to work with pupils Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information Ability to deal in a professional manner with all internal and external contacts Managing and organising workloads for self and others Support the aims and ethos of the school and the staff Code of Conduct Set a good example in terms of dress, punctuality and attendance 	

	<ul style="list-style-type: none"> • Ability to identify own training and development needs and willingness to participate in development and training opportunities • Be proactive in matters relating to health & safety. 	
Personal Qualities	<ul style="list-style-type: none"> • Motivated, enthusiastic, flexible, friendly and helpful • Excellent interpersonal skills • Accurate with good attention to detail • Excellent record of attendance 	<ul style="list-style-type: none"> • Ability to manage and motivate others

All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).

