



Abbey Court School

ABBEY COURT SCHOOL

'We grow people'



IT ASSISTANT



November 2020

Dear Applicant

IT ASSISTANT

Thank you for responding to our advertisement and requesting further details of this post.

Abbey Court has been rated 'outstanding' by Ofsted at the last three successive inspections.

This information booklet provides details about both the school and the position in question. Please find enclosed:

- ◇ Information about the school and post (including Job Description and Person Specification)
- ◇ Application form

The closing date for applications is 3.30pm on 24 November 2020. Please note that we will follow up on references in advance of interview.

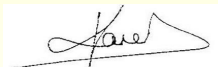
Due to the conditions and complex needs of the pupils at Abbey Court School, continuity and consistency of support is paramount and therefore candidates for all positions will need to commit to the full working hours of the post.

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory Disclosure and Barring Service certificate.

(To view policies pertaining to the schools Safer Recruitment procedures (including Child Protection, Safer Recruitment and Confidentiality), and additional information, please refer to the school website (<http://www.abbeycourt.medway.sch.uk/384/safeguarding>).

I look forward to receiving your completed application.

Yours sincerely



Ms Karen Joy
Headteacher



WORKING AS AN IT ASSISTANT AT ABBEY COURT SCHOOL

Abbey Court School is a special needs school catering for pupils aged 3 to 19. All pupils have either Severe Learning Difficulties (SLD), or Profound and Multiple Learning Difficulties (PMLD), and are referred from the Local Authority through their Education Health Care Plan. The school is currently located on two sites; Nursery and Primary School in Cliffe Road, Strood, and Secondary School and Further Education Department in Rede Court Road, Strood. The Medway Towns has excellent road and rail links with London and the Kent coast.

All employees are contracted to the school, and should be prepared to work at either site, as requested.

Please see pages 8 and 9 for Leadership/Senior Management Team organisation structures.

The successful candidate can expect to find: staff who are supportive and willing to share ideas and good practice, pupils who are keen to learn, and outstanding facilities and resources to make learning positive.

The school offers excellent opportunities for career development. The school motto, 'We grow people' applies not only to pupils, but to staff too.

Visit our website and view our recruitment video at....

<https://www.abbeycourt.medway.sch.uk/1308/working-at-abbey-court-school>

Days and Hours

This is a term time only post. Daily working hours will be 8.00pm—4.00pm (3.30pm on Fridays). A flexible approach to each working day is expected by all postholders.

Salary

The successful candidate will be employed on Medway Scale D2 (£18,933—£21,748 pro rata).

Holidays

Please note that holiday leave must be taken during school breaks to ensure minimal disruption to school life.

Continuous Professional Development

In addition to a comprehensive induction programme, professional development and training will be provided to develop specialised skills associated with working with the pupils at Abbey Court School.

Start Date

It is hoped that the successful candidate will be able to take up post as soon as possible after appointment, on completion of all checking requirements.



The Governing Body

The Headteacher has responsibility for running the school supported by The Leadership and Senior Management Teams. The Governing Body is the statutory authority that has responsibility for the strategic governance and management of the school, and all Governors work on a voluntary basis. Governors, therefore, have a significant role to play in monitoring and evaluating the work and progress of the school. Full Governing Body meetings take place 6 times per year, with committee meetings being held in addition, attended by Governors holding the relevant responsibility.

Appointment Procedure

Candidates invited for interview will be provided with an opportunity to tour the school. Appointment to post will be based on the following checks:-

- ⇒ Enhanced DBS certificate
- ⇒ Qualification/ registration to professional body (if applicable)
- ⇒ Medical clearance
- ⇒ 2 x references

Interviews will take place as soon as possible after the closing date, and the panel and details of interview format will be advised to invited candidates.





School Aims

- To know each individual child/pupil as thoroughly as we can, including any circumstances which might affect their well-being, behaviour and performance at any moment in time. This includes taking a long-term view of each child, visualising the best possibilities for each, and knowing when they are ready to take the next (challenging) step.
- To maintain high but realistic expectations for each pupil, enabling the development of independence.
- To ensure we always see, first and foremost, the child not the disability and to ensure that education (and not care) remains paramount. This will include identifying what motivates each child, and use the knowledge to encourage them to “have a go”, “fail safely” and learn from their mistakes.
- To ensure that pupils feel safe, secure and comfortable to enable them to focus on learning, ensuring staff have clarity and act on policies and procedures.
- To give great emphasis to the celebration and communication of pupil achievements thus enabling a positive impact on pupils, parents and the local community.
- To have and realise a bespoke vision for each and every pupil and each and *every* member of staff.
- To do everything we can to ensure that people in the local community see our school and pupils in a positive and informed light in order to close the gap between the community’s perceptions of the school and its pupils and what they are really like.

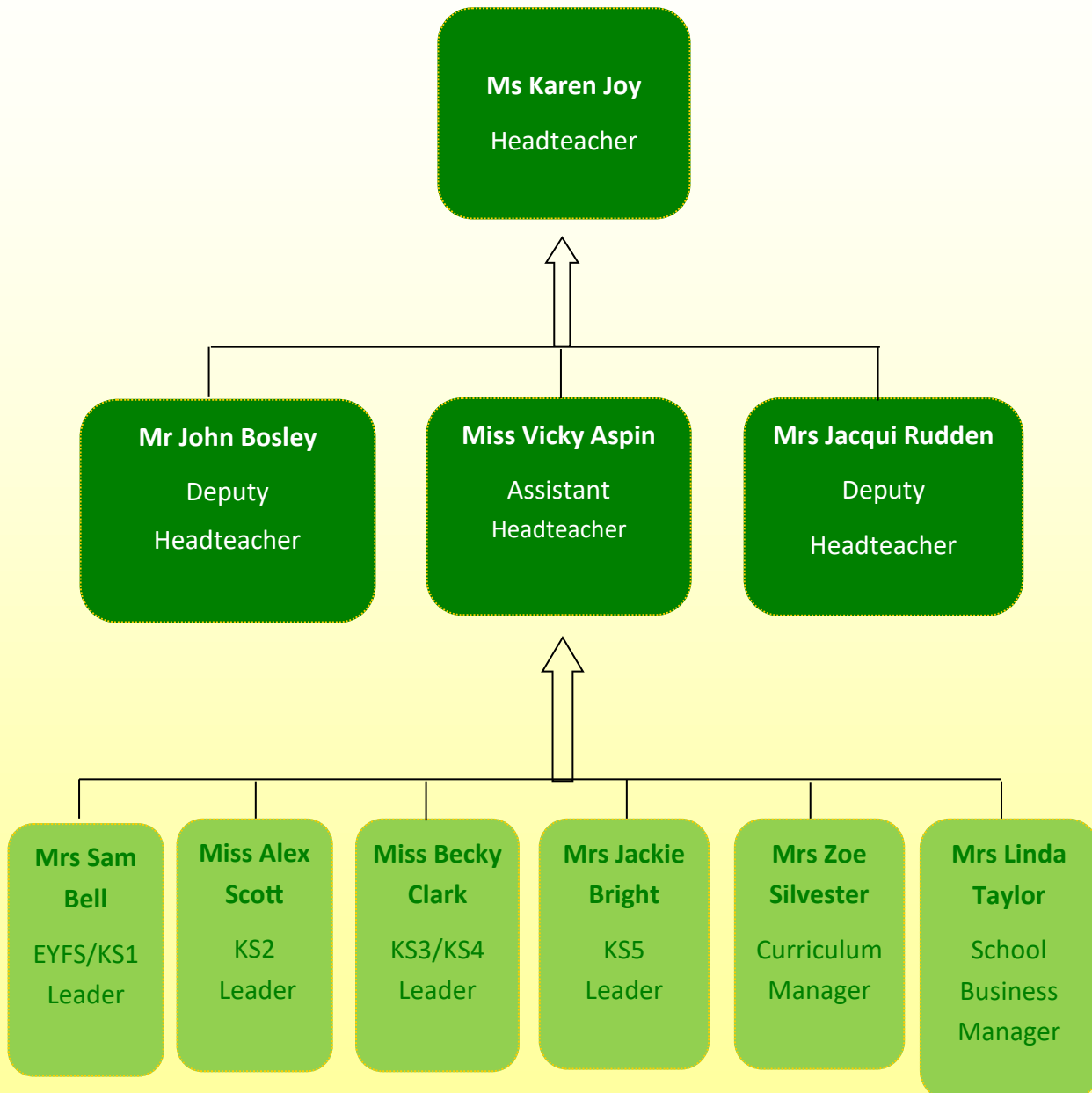
- To enable our pupils to develop into good citizens and to participate actively in their local communities finding ways to encourage those in the wider community to notice what they have in common with the pupils as much as what makes them different.
- To offer opportunities and experiences for pupils to learn in a multitude of different ways and through a rich, varied and individualised curriculum.
- To give pupils an equal voice in and ownership of their education so that they are able to express opinions, choices and preferences, promoting their independence, confidence and self-efficacy.
- To use individuals' interests, skills and experiences to enhance the education of pupils and staff.
- To ensure that leadership is in the hands of as many staff as possible; to have high expectations of all staff and enable career progression.
- To learn and share information to the benefit of our pupils through mutually supportive relationships with parents, visiting specialists and outside agencies.
- Through self evaluation methodologies, and responding to external evaluations, seek to know our school better to inform focussed school improvement, and so that others can know us better.
- To function and be recognised as an authentically exemplary school in its field, sharing our practice with others to the benefit of pupils locally, nationally and internationally.



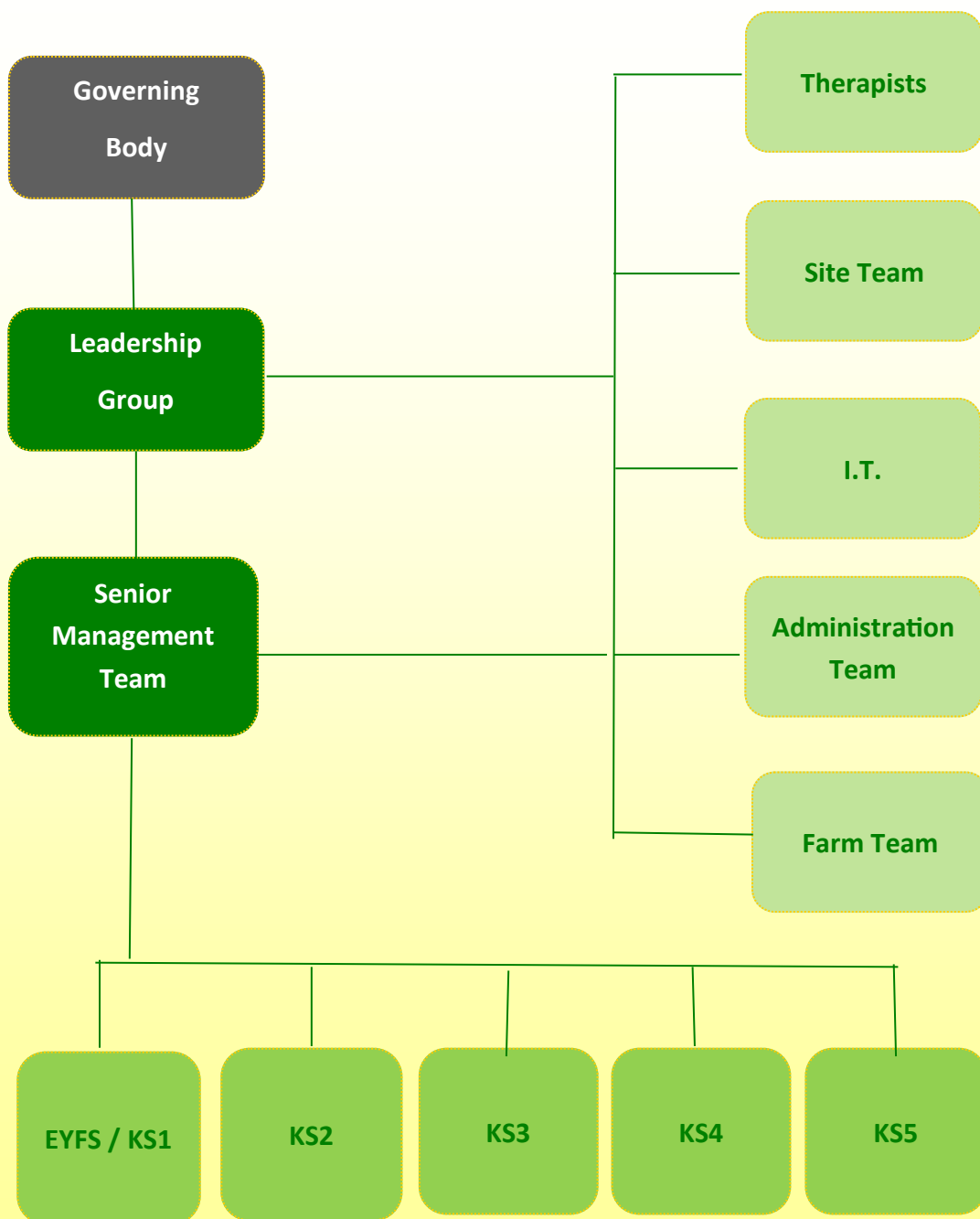
ADDITIONAL INFORMATION

1. Line Management Structure

Leadership & Senior Management Teams



Whole School



JOB DESCRIPTION

- HOURS:** 37 hours per week, all year (52 weeks).
- Details of working week to be agreed with Network Manager. Flexibility will be required to allow for after school staff meetings and training activities.
- LOCATION:** To work on both school sites (Primary and Secondary).
- REPORTS TO:**
1. Network Manager for day-to-day supervision and instruction.
 2. Headteacher, who has overall responsibility for the school.

RESPONSIBILITIES AND DUTIES:

The IT Assistant reports directly to the Network Manager. The IT Assistant will also be expected to liaise regularly with the Deputy Headteachers and Headteacher.

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GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job, either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.
5. To assist in the provision of a high quality educational experience for all children.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To work alongside staff and pupils in the classrooms in order to support IT learning activities.
2. To be familiar with the needs of pupils and staff so that appropriate IT hardware and software is available at the right time and in place for teaching purposes.
3. To locate and rectify hardware problems as and when they occur including assisting the Network Manager in the maintenance of the school servers, being aware of all the Health & Safety issues and being conversant with all relevant school policies.



4. To backup software as necessary so that master copies can be retained centrally.
5. To support the Network Manager with the maintenance of all systems contracts so that equipment remains appropriately covered and any faults are repaired efficiently.
6. To help to ensure data protection and security systems are in place for all devices to comply with General Data Protection Regulations (GDPR).
7. Identification of best value IT suppliers and preparation of orders for purchasing.
8. To maintain and update an Asset Register of all IT hardware and software in the school (both educational and administrative).
9. To support the maintenance and update of a storage system of all IT hardware and software so that it is secure and easy to monitor.
10. Recording of IT loan equipment to pupils and their families.
11. Recording and monitoring of all equipment allocated to staff, including the return of equipment following staff leaving.
12. Preparation of IT equipment for meetings and events.
13. To assist in the introduction of 'new' technologies into the school eg. Video conferencing.
14. To advise on and develop cross-site IT links.
15. To monitor and report on safeguarding concerns including E-Safety.
16. To ensure the security, both hardware and on-line, of school 'property' through adherence to school systems and protocols.



17. To monitor staff use of ICT equipment and on-line communications in line with school policy.
18. To ensure the school is advised of the best current practice at all times.
19. To take part in staff training courses during working hours (other training opportunities may be available outside of these hours) and, where appropriate, support in the delivery of staff IT training.
20. To take part in staff development days, whole staff meetings and other meetings, which may be necessary from time to time.
21. To participate in the school Performance Management review process and, to take part in arrangements for further training.
22. To support the Network Manager in the development of external connections, eg home learning for parents.
23. To support with the maintenance and update of the school website.
24. To assist in the management of the technical support of the internal phone systems.
25. Carrying out adhoc instructions as directed by the Network Manager or members of the school Leadership Team.

This job description describes the way the postholder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you. This job description does not form part of the Contract of Employment.



PERSON SPECIFICATION

A	EDUCATION, QUALIFICATIONS & TRAINING An up to date knowledge of ICT educational hardware and software Relevant IT related experience and/or qualifications
B	EXPERIENCE Ability to pass information and expertise on to others The ability to be an effective team member
C	KNOWLEDGE Ability to problem solve
D	APTITUDE Ability to work on own initiative is essential A professional approach and attitude A flexible approach
E	SKILLS Excellent organisation and interpersonal skills Excellent communication skills
F	PERSONAL CIRCUMSTANCES The ability to follow instruction/direction from a range of professionals Ability to remain level-headed in a crisis
G	EQUAL OPPORTUNITIES A commitment to the Council's Equal Opportunities policies and the ability to understand and implement the policies in relation to the job





Nursery & Primary School
Cliffe Road
Strood
Kent
ME2 3DL

Secondary School & Further Education
Rede Court Road
Strood
Kent
ME2 3SP

Tel: 01634 338220

Website: www.abbeycourt.medway.sch.uk

E-mail: office@abbeycourt.medway.sch.uk



**“I am incredibly
overwhelmed with
the amount of
training offered at
Abbey Court School.”**

**“Team work,
training and
quality of resources
are strengths.”**

**“The moment I
stepped inside the
school, the
atmosphere was
positive.”**

Staff Survey

