



ST. EDWARD'S OXFORD

ACCOMPANYING ADULT

CLOSING DATE FOR APPLICATIONS 30TH JUNE 2021
FOR APPOINTMENT AT THE START OF THE 2021/22 ACADEMIC YEAR

A message from the Warden

Thank you for your interest in working at St. Edward's.

This is an important moment in the School's development. The recent opening of outstanding new academic and performance facilities at the heart of the campus is accelerating the momentum evident over the last few years in all areas of school life – in academic results, in the development of the curriculum, in co-education, and in admissions.

For all its recent success, however, St Edward's remains a refreshingly different kind of school. Our deliberate emphasis on selecting young people broadly and inclusively on their attitude and their ambition rather than narrowly and exclusively on test results makes for a community rich, diverse and rewarding in its interests and enthusiasms.

Academic work is unquestionably the most important part of our pupils' education, but at St Edward's there is much more to school life. Talented scholars, musicians, sportswomen and men, performers, dancers, humanitarians, adventurers, entrepreneurs, filmmakers and artists – among many others – live and work together, inspire each other, and become lifelong friends.

St Edward's is forward-looking and progressive. It is one of the few UK schools to offer both A Level and the IB Diploma in the Sixth Form, and our academic programme was further enhanced in 2020 with the launch of pioneering new courses for the middle school years. These externally accredited new courses, Pathways and Perspectives, complement a core programme of GCSEs, more fully to develop pupils' skills of research, collaboration and communication. The introduction of co-educational boarding in the Sixth Form is the most recent of the many innovations in the last few years on the pastoral side of the School.

Beyond Teddies, the partnership programme in which we work with other schools and charities, ensures that pupils engage with the community beyond the School and learn to play a meaningful part in the life of the city.

It is an exciting time to be joining St Edward's. As you learn more about the School, I hope that you will share that sense of excitement and want to be part of the next chapter in its history.

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding and day school for pupils aged 13 to 18 (Year 9 to Year 13). There are presently 735 pupils, of whom 85% are boarders.

There are 13 boarding Houses of around 60 pupils in Years 9-13 – five for girls, five for boys and three co-residential Houses (boys from Year 9 to Year 11, and boys and girls in the Sixth Form). The school week includes lessons on Saturday mornings, apart from leave weekends and exeat (half-term holidays), which typically occur every three weeks.

The boarding and day arrangements offer flexibility for families. Boarding pupils may choose full or weekly boarding, with weekly boarding at St Edward's giving pupils the option of going home on Saturdays after sport and other commitments. The lively and varied weekend programme, however, means that a significant proportion of the boarding community stays in the School on Saturday nights. Day pupils may leave at 6:30pm or 9:00pm on weekdays, with most opting for the latter so that they can join in the evening programme and enjoy leisure time with their friends.

Pupils take part in a wide range of sports and other activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

The arts are particularly strong at St Edward's. The North Wall Arts Centre, on school grounds, houses a professional theatre and gallery, and runs a critically acclaimed public programme. Alongside the public facilities, the Arts Centre houses the School's impressive Drama and Dance Departments, and the Gallery is shared with our art and design pupils. All pupils benefit from having access to this creative powerhouse, and it is particularly valuable for those wishing to develop careers in the creative industries.

About the role

The Accompanying Adult will work as part of a small team accompanying pupils to routine and emergency medical appointments, subsequently providing feedback in writing to the Health Centre on the treatment the pupil received and on any necessary follow-up appointments.

Taxis will be provided by the School to transport the pupil and the post holder to and from the appointment.

With appropriate Risk Assessments, precautions and in accordance with Government Guidance the Accompanying Adult along with a School Driver may be required to accompany pupils to the School from airports from Red List Covid Countries.

The Accompanying Adult will be responsible to the Health Centre Senior Nurse Manager.

Main Duties and Responsibilities

The Accompanying Adult main duties include:

- accompanying pupils to and from medical appointments, using taxis provided by the School
- staying with the pupil while they are waiting to be seen
- liaising with parents or guardians, as required
- maintaining telephone communication with the Health Centre whilst at appointments
- informing the Health Centre and Boarding House staff verbally and in writing of the outcome of appointments (including details such as follow up appointments and aftercare; when a pupil can return to sports/other activity)
- alongside a School Driver, accompanying pupils to and from the School and airport following School holidays

Hours of work

The Accompanying Adult is required to be available for work mainly between 7am on Sunday to 7am on Monday (a 24-hour period), and 7pm-7am (a 12-hour period) on weekdays during term-time weeks throughout the year and also on odd occasions throughout the week when the need arises.

Applicants looking for flexible working arrangements are encouraged to apply as the School is willing to consider a job share arrangement. Applicants should specify on their application forms the days on which they are able to work.

The School's Nurse Manager (or designated deputy) will endeavour to provide as much notice as possible of the hours within these periods during which the post holder is expected to attend for work. There may be occasions when the Accompanying Adult is requested to attend work as a matter of urgency and at short notice, for example, in the event of a pupil needing to attend an emergency appointment.

Salary

The salary payable is £9.30 an hour, payable for each hour that the post holder is required to be available for work. Salaries are paid monthly.

Holiday

The Accompanying Adult is expected to work throughout School terms. The rest of the year is holiday, of which 4 weeks counts as paid holiday. (This entitlement is calculated with reference to the current statutory minimum of 5.6 weeks, which is applicable to staff on a "full-year" contract.) Bank holidays which fall in term time may well be working days, for which time off in lieu is given.

Sickness Benefit

After one year's service has been completed, annual entitlement to sickness benefit will be six weeks at full salary plus a further six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for four weeks.

Probationary period

The appointment is subject to a probationary period equivalent to three months.

Pension

The role is eligible for membership of the School's pension scheme for support staff.

Miscellaneous non-contractual benefits

- Following successful completion of their probationary period, staff may use the Nuffield Health Fitness and Wellbeing Gym (which is situated on the St Edward's site). Membership is governed by the Club rules and may be withdrawn from individual members should the Club consider that there is good reason to do so.
- Car parking is available on-site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

Notice Period

During the probation period, employment may be terminated by either side with one week's notice. Subsequently, the minimum period of notice is equivalent to one month.

About the Candidate

Person Specification Characteristics	
Good basic education	Essential
First aid certificate (training will be provided if necessary)	Desirable
Excellent interpersonal skills and the ability to deal confidently with a wide variety of people	Essential
Good communication skills	Essential
Good written and spoken English	Essential
A positive, confident and good humoured nature	Essential
Ability to maintain confidentiality	Essential
Tact and diplomacy	Essential
Experience in a similar or allied role	Desirable
Experience of dealing with adolescents	Desirable
The ability to be flexible as required by the demands of the role (within reason and subject to mutual agreement)	Essential
Reliable	Essential
Commitment to the protection of children and young people	Essential
Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the General Data Protection Regulation (GDPR). Staff must not at any time use data held by the School for personal use or disclose such data to a third person/party.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications, we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact Lisa More O'Ferrall, Senior Nurse Manager, preferably by email: moreoferrall@stedwardsoxford.org.

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.

Closing date for applications is 30th June 2021

First stage interviews will be held during the week beginning 5th July 2021. We reserve the right to appoint at any stage during the application process.