



READING BLUE COAT

VACANCY INFORMATION PACK

IMMEDIATE CARE PRACTITIONER



Closing date for applications: Monday 29 July at 09:00

Interviews will be held in early August 2019.

Applications may be submitted by CV or School Application Form, which can be downloaded from our website "Vacancies" page www.rbc.org.uk/vacancies/

This should be submitted with your letter of application, by email to recruitment@rbc.org.uk. You will be required to complete an Application Form if invited to attend an interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.



READING BLUE COAT

BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school with 760 pupils. Boys aged 11 – 18 and girls aged 16 – 18. The School was founded in 1646 by Richard Aldworth, a merchant of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital.

In 1947, Reading Blue Coat School moved to the magnificent 46 acre estate of Holme Park in the Berkshire Thames side village of Sonning, four miles east of Reading, where it remains today. The ethos of the School derives from its Christian foundation and traditions, fostering care and consideration within the community. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The School employs in excess of 170 salaried staff, of whom about 50% are academic staff.

FACILITIES

The School enjoys excellent facilities and continues to invest in the site.

Key developments over the past five years include;

- the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches;
- the Sixth Form Centre;
- a Psychology and Geology Centre;
- a riverside boathouse;
- an IT Centre;
- a Design & Technology Centre;
- a Drama Studio;
- and various other amenities have been completed.

The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building.

The Governors have further ambitions for the School and we have planning permission for the next phase in our development which will include:

- a new Grounds, Maintenance and Activities Centre;
- a new Performing Arts Centre.

ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics and French in Year 7, Languages in Year 8 and Science in Year 10.

Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.



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In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies in Year 10.

In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Government and Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers and the School's own UP (university preparation) programme. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.

The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2017 academic results were impressive; the A Level results were Blue Coat's best ever with 82.7% achieving A*-B and at GCSE the School has achieved 90% A*- B five years running.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2017 just under 90% of students achieved places at their preferred university.

PASTORAL

Pastoral care focused on the individual is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy, and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through music, sport, drama and public speaking.

SPORT

Reading Blue Coat has an enviable reputation both locally and nationally for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential – physical fitness and skill, teamwork and learning how to win and lose. Sports are coached to a very high level while providing for, and encouraging, those for whom participation rather than excellence is important.

Major sports are athletics, cricket, football, rowing, rugby and girls' hockey and netball. Other competitive sports include, but are not limited to, badminton, basketball, boys' hockey, cross country, golf, tennis and touch rugby.

DRAMA, MUSIC AND THE ARTS

Reading Blue Coat School has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at Reading Blue Coat are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summer time" – an outdoor festival of the arts, and other eclectic events that take place across the year.

CO-CURRICULAR

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat School offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh, Young Enterprise, Film Club, Archery, Creative Writing and Journalism.



READING BLUE COAT

COMMUNITY

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by our founder, Richard Aldworth. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports. Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Further afield, the School has an established partnership with a school in Ghana.

Further information is available on the School's website at www.rbc.org.uk.

Contact for questions about careers at the School and the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU or by email to recruitment@rbc.org.uk



READING BLUE COAT

MEDICAL PROVISION AT READING BLUE COAT SCHOOL

Medical services are provided for pupils and staff during the school day and on Saturday mornings. The Medical Centre (and pitch side cover for Games) is available during the following hours:

1. 08:00 to 18:00 Monday to Friday during term time
2. On Saturday for competitive sports fixtures, normally between the hours of 08:45 am and 2:00 pm

Medical staff deal with about 5,000 attendances of all kinds, which includes about 240 accidents and minor injuries each year. Our well-equipped and modern Medical Centre is managed by the School Nurse and supported by an Immediate Care Practitioner (who is qualified and very experienced as a Sports Therapist).

We have over 70 staff trained with First Aid qualifications, several qualified in dealing with basic pitch side trauma.

We now wish to add to this team another immediate care practitioner, to be available on Saturday mornings during the autumn term only initially, to provide specialist medical cover for our rugby teams. Applicants must, as a minimum qualification, have completed an appropriate immediate care course and have the sufficient specialist medical training to provide immediate care for contact sports.

The major sports in School are rugby during the autumn term; football in the spring term; and cricket during the summer term. Rowing is a popular year round sport with our own extensive boathouse on the River Thames.

For an informal telephone conversation about the role, contact Mrs Ali West, Assistant Bursar, on 0118 944 1005 or email ahw@rbc.org.uk



READING BLUE COAT

JOB DESCRIPTION

IMMEDIATE CARE PRACTITIONER

Line Manager: Assistant Bursar

Department: Medical Centre

Main Purpose of the job:

To provide immediate care, particularly during contact sports and to assist the School in managing pupils health in relation to sport.

MAIN RESPONSIBILITIES

The main responsibilities fall into two broad sections which are as follows;

- Immediate care of pupils and staff during sports fixtures.
- Administrative duties.

MEDICAL CARE OF PUPILS AND STAFF

- Treat pupils and staff as appropriate with the aim of encouraging pupils to return to their normal timetable as soon as appropriate.
- Liaise with parents and staff in accordance with the School policies on medical and mental health.
- Maintain records on SIMs and Patient Tracker databases.
- When appropriate, liaise with Housemaster, Head of Year, Tutor or Teacher with regard to medical problems concerning pupils.
- Develop health care plans for extra-curricular activities and trips.
- Maintain electronic records of daily visits to the Medical Centre or accidents treated.
- Work with staff to ensure the timely completion of accident reports and follow School policy in the submission of RIDDOR reports.
- Issue, record and file all Accident Forms for pupils and notify the Headmaster and Bursar of these incidents.

IMMEDIATE CARE DURING SPORTS FIXTURES

- Ensure the best possible medical care is available to both pupils and staff on an immediate and emergency care basis.
- Where necessary, arrange to get the pupil or person home safely or to alternative care.
- Monitor pupils' recovery after sporting injuries and advise the Masters in Charge of Sport on pupils' match fitness.
- Provide cover for sports fixtures, games sessions and other events as required, ensuring two practitioners are onsite for major sports fixtures.



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ADMINISTRATIVE DUTIES

The following duties are shared between the medical staff:

- Be in attendance at official School events held outside normal working hours.
- Day-to-day management of the Medical Centre.
- Ensure the Medical Centre is appropriately staffed, stocked and equipped.
- Manage the medical budget.
- Ensure safe storage, usage and disposal of medical supplies and drugs.
- Provision and checking of first aid kits around the school and replacement of supplies.
- Process, record and store all absence letters received pertaining to issues of health.
- Timely maintenance of pupil files, medical records and medical centre attendance records.
- When requested, contribute to topics within PSHE schemes of work and / or other assemblies. As appropriate, raise awareness of medical and health issues to pupils and staff throughout the School. This may be by distributing appropriate material via pastoral staff, or updating health issues on notice boards.
- Medical representation on the School Health and Safety Committee.
- Gather information, prepare reports and work with other appropriate staff to prepare for regular policy audits by the Governing Body General.
- Maintain the necessary professional body registration and undertake continuing professional development.
- Ensure that all areas of the Medical Department are cleaned weekly by the house keeping staff and that a thorough deep clean is carried out at the start of each term.

Additional Duties:

- To follow all Health and Safety Policy guidelines and policies as stated within the school's Health and Safety Policy.
- To act professionally and with good conduct at all times.
- The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.

NB: This job description and allocation of responsibilities is not exhaustive and may, with consultation, be amended from time to time.



READING BLUE COAT PERSON SPECIFICATION

IMMEDIATE CARE PRACTITIONER

This person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Qualifications and Experience

- Candidates will have past experience in one of the following roles:
 - Sports Therapist.
 - Paramedic.
 - Physiotherapist.
 - Doctor - please note that this role is not a school medical officer / doctors role although applications from doctors are not discouraged.

- Sports Therapy degree level qualification or similar [desirable]
- Pitch side first aid certificate or sports trauma qualification [essential]
- Experience of working in a rugby environment or knowledge of game [desirable]
 - Experience working with age grade rugby (11-18 year olds) [desirable]
 - Experience providing immediate care medical provision in schools [desirable]
 - Wound management qualification [desirable]
- Full clean driving license [essential]
- Minimum 3 years post registration experience [desirable]

Knowledge, Skills and Attributes

- Ability to work independently without medical back up on site. [essential]
- Computer literate. The medical centre typically uses MS Word and Excel plus SIMS and SHM databases. [essential]
- Reliable (Must be able to commit for whole term) [essential]
- Medically fit and able to cope with a large physically demanding site. [essential]
- Confident and calm when dealing with a range of accidents and first aid issues. [essential]
- Friendly, sympathetic and supportive. [essential]
- Excellent communication and interpersonal skills, especially with children. [essential]
- Good working knowledge of Child Protection issues. [desirable]
- Willing to make a full contribution to the life of the School. [desirable]



READING BLUE COAT

SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- **Contract Status:** Fixed term for the School Autumn term – 2 September to 13 December 2019. We expect to offer repeat contracts each year.

In addition, there may be other ad hoc work offered throughout the year to assist with medical cover for sports festivals and events.

- **Salary:** Negotiable dependent upon experience and qualifications. Salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in equal monthly instalments throughout the term (September to December)
- **Place of Work:** Reading Blue Coat School, Sonning on Thames, Berkshire
- **Working hours:** A total of 3 hours per week on average, to be worked on Saturdays, usually between the hours of 08:45 and 14:00. There may be some variation on this dependent upon the sports fixture list.
- **Leave entitlement:** Paid holiday entitlement for full time, year round, staff is 6.6 weeks per annum (including 1.6 weeks of public and bank holidays). Your paid leave will pro rata according to your period of service in year of commencement/leaving and number of days worked per week. In the autumn term 2019 this will amount to 2 weeks (i.e. 2 working days) of paid leave, which will be included in your base salary. Leave cannot be taken during term time.

Holiday year runs from 1 April to 31 March annually.
- **Pension:** A contributory employer's pension scheme is available (5% employee contribution; 8% employer contribution).
- **Meals:** Lunch and refreshments are provided free by the School on normal working days.
- **Parking:** Free Car parking is available on site
- **Discounts:** Reduction in RBCS school fees for employees' children offered after 6 months service.
 - 50% reduction for all full time staff, pro-rated for part time staff
 - Fees (from 1 September 2019) are currently £5,838 per term
The Blue Coat Benefits Hub gives you access to discounts, rewards and perks on thousands of well known brands.
- **Sports facilities:** Membership of the School Sports Centre with access to fully equipped gym and swimming pool.
- **Cycle to Work Scheme:** Our Cycle to Work enables you to purchase a bicycle and/or cycling safety equipment and pay for it through your salary via Salary Sacrifice saving you over 30% off high street prices.



READING BLUE COAT

- Employee Assistance Programme:
Confidential independent support service available to staff when you most need it.
- Professional Development: Strong commitment to support professional development.

Full details and terms and conditions of employment will be issued when an offer of employment is made.



READING BLUE COAT POLICY STATEMENT

CHILD PROTECTION and DATA PROTECTION

- Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people.
- The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

Interview

- The selection process will test and assess the above issues. As required by regulation, the interview will be based on;
 - 'competency questioning',
 - and where appropriate will address: the candidate's attitude towards children and young people;
 - his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
 - gaps in his/her employment history;
 - Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:
 - motivation to work with children and young people;
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people;
 - emotional resilience in working with challenging behaviours;
 - Attitudes to use of authority and maintaining discipline.

Recruitment, selection and disclosure policy and procedure

- Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Policies" page.

Data Protection

The School will process personal data in accordance with the Data Protection laws and its Privacy Notices. If you wish to read our privacy notices and how we handle your data please follow this link: <https://www.rbc.org.uk/privacy-notices/>