



CUMNOR HOUSE SUSSEX



Individual Needs Assistant

Diabetic Care Monitoring
Fixed Term, Full time, Term time

Cumnor House Sussex is one of the country's leading independent Prep, Pre-Prep and Nursery schools. We are a traditional but forward-thinking family school, with an ethos built on Christian values, creating a safe and unhurried childhood for active and ambitious children. The School provides every aspect of a broad and excellent education, including sport, music, drama and dance, within beautiful country surroundings. Our motto of Aim High, Be Kind, and Dare to be Different is lived enthusiastically every day and in every area of the school.

Cumnor House Sussex is looking for a caring and conscientious Individual Needs Assistant who can support a child with Type 1 Diabetes whilst at school.

Reporting to: Class Teacher; Head of Year;

Purpose of the role: To work as part of the Prep team, under the guidance of the Class Teacher, supporting the learning and development of an individual child in lessons, during some activities, and as necessary throughout the school day; to support the Class Teacher and other pupils in general.

The role is assigned to one child and the position will be terminated when the child ceases to attend the school.

Primary Duties:

Classroom support:

- Endeavour to ensure the children in the class are unaware of the individualised nature of the support;
- Assist the child in managing their kit and belongings independently as they move around the school.

Diabetic Care Monitoring:

- Undertake relevant training (online, ideally shortly prior to commencing role) in order to understand condition and monitor/operate Continuous Glucose Monitor (Dexcom) and pump (Omnipod Dash pump.)
- Take charge of daily medical kit (Dexcom, diabetic equipment for bolus/bloods, hypo treatment)
- Take/provide handover from parent/carer at drop-off and collection
- Liaise with parents/medical staff/diabetic team/colleagues as necessary to ensure quality of care in place at all times
- Liaise with parents/Head of Year on ensuring appropriate safeguarding measures are in place at all times
- Update training on a regular basis as advised by diabetic team/parents

Supervision of pupils:

- Assist with classroom supervision in accordance with the school's policies;
- Adhere to the school's behaviour policy, following set procedures when the individual child, or any other child, behaves inappropriately;
- Help supervise pupils within the child's cohort in the playground;
- Assist with lunch duties and monitor at lunchtime;
- Join other staff and groups of pupils on agreed off-site activities and educational visits involving the individual child;
- Keep informed of relevant medical conditions and dietary needs of all the pupils in the child's cohort, and particularly priority medical conditions and emergency procedures including the use of an Epipen.

Training:

- Attend inset training and other whole-school training on educational matters, child protection and safeguarding or other subjects as prescribed by the school;
- Attend whole-school staff meetings as requested by the Senior Leadership Team;
- Maintain your own safeguarding training and other training relevant to your role, via the TES website and/or INSET.

General:

- Operate the photocopier and other basic office equipment associated with classroom activities;
- Undertake other such duties appropriate to the grade and character of work as may reasonably be required by the Head of Year;
- Attend school before term starts and after term finishes, making necessary preparations as required and to attend relevant and whole-school INSET.

Whole-School Safeguarding Responsibilities include:

- Safeguard and promote the welfare of all children;
- Foster a culture of openness, safety, equality and protection;
- Provide a safe and welcoming environment where both children and adults feel secure, able to talk and believe that they are being listened to;
- Play a key role in the prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm;
- When concerned about the welfare of a pupil, act in the best interests of the pupil.

Desirable Personal Qualities and Experience:

- Health care experience desirable
- A calm, courteous and approachable manner;
- Ability to help make school life enjoyable and satisfying;
- Integrity, honesty and a professional manner;
- Ability to empathise with the ethos of the School;
- Excellent collaboration skills, flexibility, good humour and empathy;
- Commitment to participating fully in the life of a busy and sociable School.

All staff have a key role to play in identifying concerns early and in providing help for children and are expected to act in accordance with the School's Safeguarding & Child Protection Policies.

Terms & conditions

You would be expected to work in general from 8am to 5pm, Monday to Friday during term time, and to be available for one or two days before and after each term, as requested by the Head of Year. Term time is 34 weeks per year, 40 hours per week.

Holidays, Remuneration and Benefits

- Cumnor is in a position to offer an outstanding remuneration package, in line with experience and qualifications, and this will be discussed at interview.
- Substantial remission on fees for Staff children attending the School or Nursery (subject to eligibility)
- Generous contributory pension scheme
- Free on-site parking
- Complimentary dining and refreshments available all day during term time
- Free use of swimming pool at specified times
- Death in Service Benefit
- Employee Assistance Programme

- Cycle to Work Scheme
- Occupational sick pay scheme

Application Process and Safeguarding

To apply, please complete our application form (which can be found on our website) and submit it with a covering letter by 18th March 2024 to hr@cumnor.co.uk

Interviews of selected applicants will be held the following week, with a view to a decision being made by the 22nd March 2024, and would involve a visit to the School. We reserve the right to make an appointment at any time prior to the closing date. If you would like to make enquiries, please call **Karen German on 01825 790347**.

Cumnor House Sussex is committed to safeguarding and promoting the welfare of children. An offer of employment will be subject to an enhanced DBS disclosure, satisfactory safeguarding interview and pre-employment references, verification of ID, medical fitness and relevant qualifications, and other security checks including Overseas and Teachers Barred lists.