



Dear Applicant

Thank you for showing an interest in the Complex Needs and Therapies Assistant post at Portchester Community School.

We are seeking to appoint a caring and adaptable individual to support pupils with complex needs to facilitate learning and inclusion. The successful candidate must be capable of maintaining the highest professional standards and place the child at the centre of everything they do. If you match the description outlined above – then we would like to work with you.

As a school we invest heavily in support and training and have a commitment to individual professional development.

All of the information required for application is available through our school's website; please ensure all forms are completed as instructed.

Visits to the school are welcome as well as informal discussions via telephone to support and inform your application.

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle
Headteacher



Complex Needs and Therapies Assistant

Permanent

Part-time: 30.4 hours per week (8.30am to 3.15pm)

Actual Salary: £17,873 to £18,112 p.a.

Grade B. Full time Equivalent Salary: £24,796 to £25,128 p.a.

Term-time only plus one week (40 weeks)

Flexible working patterns considered.

Closing Date: Friday 21 November 2025

Due to the personal and intimate care needs of female pupils, this post is restricted to female applicants only, as permitted under Schedule 9, Part 1 of the Equality Act 2010.

We are seeking a highly motivated and personable Complex Needs and Therapies Assistant to join our dedicated Learning Support team and play a vital role within the Resourced Provision for pupils with physical disabilities.

The role is predominantly non-class based, focusing on delivering personalised care and therapy support to pupils with complex physical needs to facilitate learning and inclusion. You will be crucial to ensuring the pupils' safety and dignity, empowering all pupils to achieve their full potential.

There may also be an occasional need to support pupils in class when required.

Adaptable and flexible, the successful applicant will demonstrate a genuine caring and patient nature, be a strong team player and able to communicate confidently with parents, carers and multi-disciplinary teams.

At Portchester Community School, inclusivity is at the heart of everything we do. Our pupils within the resourced provision are fully integrated into mainstream lessons, and this role offers the opportunity to make a real difference in their educational journey. Our Resourced Provision LSAs support pupils with a range of physical disabilities to become successful, confident and responsible individuals.

The Role:

As a Complex Needs and Therapies Assistant, you will:

- Provide dedicated support to pupils with physical disabilities, ensuring individual personal care needs are met with sensitivity and professionalism
- Assist pupils with personal and intimate care needs, including bathroom support
- Support pupils with physiotherapy exercise as directed by therapist and the physiotherapy co-ordinator
- Assist with school-based occupational therapy needs as identified by NHS professionals, including the safe use of specialist equipment
- Collaborate closely with teachers, NHS professionals and the school's physiotherapy co-ordinator
- Report any concerns related to pupil welfare promptly and appropriately in line with safeguarding practices
- Be trained by us in moving and handling to support the full range of needs within our Resourced Provision including supporting the personal and intimate care needs of pupils

with physical disabilities

What We're Looking For:

- A caring and adaptable individual who enjoys working with young people
- Someone who can build positive relationships and support pupils' academic and social development
- A team player with excellent communication skills

What We Offer:

- A welcoming and inclusive school community
- A strong commitment to staff development and career progression
- Relevant training in physical disability support, physiotherapy techniques and safeguarding
- A calm and supportive environment, graded 'Good' by Ofsted (January 2024) with an 'Outstanding' rating for Personal Development
- A resourced provision that enriches our school and offers a unique, rewarding experience for staff and pupils alike
- A full and comprehensive induction programme for all new staff

We also have a nursery and pre-school as part of our school community, reflecting our commitment to supporting children at every stage of their education.

Interested? We'd love to hear from you!

If you have any questions about the school or the role, please email our SENCo, Mrs Howell: k.howell@portchester.hants.sch.uk

For further information about the post, please visit our website at www.portchester.hants.sch.uk where an application pack is available under the 'About Us' menu, or email: recruitment@portchester.hants.sch.uk

Please email your completed application to recruitment@portchester.hants.sch.uk. Please return the equalities monitoring form in line with the details shown on the form.

Please be aware that a Hampshire County Council application form must be completed, as CVs are not accepted.

Closing Date: Friday 21 November 2025

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

We are committed to equality of opportunity and welcome applications from all sections of the community. This post is exempt under the Equality Act 2010, Schedule 9, Part 1.

Online searches will be completed on all shortlisted candidates as part of the recruitment process.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>



APPLICATION GUIDE

Vacancy Details

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

Job Description

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.

For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

Person Specification

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

The Application Form

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at www.portchester.hants.sch.uk or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

Application Process

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.

When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to

monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

The Short-listing Process

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

The Interview Process

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

References

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

Offers of Appointment

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

Statement on Safer Recruitment

Statutory Guidance “Keeping Children Safe in Education”, issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school’s Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school’s Child Protection policy and Safeguarding policies are available on request or on the school’s website www.portchester.hants.sch.uk

What to bring to interview

Applicants selected for interview are asked to refer to the “Pre-employment checklist for Candidates” sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

Successful Confident Responsible

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
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Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

T: 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | www.portchester.hants.sch.uk

Details about the post: Complex Needs and Therapies Assistant	
Salary:	Grade B. 30.4 hours per week. Actual Salary £17,873 to £25,128 p.a. Full Time Equivalent Salary: £24,796 to £25,128 p.a.
Contract Type:	Permanent, Part Time 30.4 hours per week, 8.30am to 3.15pm. Term-time only plus one week (40 weeks)
Safeguarding of pupils:	
School statement:	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
Context for the vacancy:	
Start date:	As soon as possible.
Terms and conditions:	
School statement:	This post is offered subject to the Employment in Hampshire County Council agreement (EHCCo7) in conjunction with other Hampshire and school pay policies.
Equalities Statement:	
School statement:	The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions. The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability. The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation. All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.
Information about the recruitment and selection process:	
Closing date for applications	Please email your completed application form to recruitment@portchester.hants.sch.uk by Friday 21 November 2025. If you intend to email the equality monitoring form, please send in a separate email to recruitment@portchester.hants.sch.uk with the title: 'Confidential - equality monitoring form'. If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: recruitment@portchester.hants.sch.uk
Interview date:	To be advised.

Employment checks required:	
1	Fully completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps
6	Proof of academic and professional qualifications
7	Occupational Health check
8	Professional character references

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request.



Main Purpose of the Role

The Complex Needs and Therapies Assistant at Portchester Community School plays a vital role within our Resourced Provision for pupils with physical disabilities. This position supports our commitment to providing an inclusive, supportive, and nurturing learning environment that aligns with our school's vision of empowering all pupils to achieve their full potential.

The role is predominantly non-class based, focusing on delivering personalised care and therapy support to pupils with complex physical needs, ensuring their safety, dignity, and wellbeing throughout the school day. Flexibility to support pupils in class as operational needs require is essential. The assistant will work collaboratively with therapists, teaching staff, and Learning Support Assistants (LSAs) to implement and maintain effective physical needs plans, contributing to the holistic development of pupils in line with the school's values of respect, inclusion, and community.

Key Responsibilities and Duties

Support within the Resourced Provision

- Provide dedicated support to pupils with physical disabilities within the Resourced Provision, ensuring their individual personal care needs are met with sensitivity and professionalism.
- Assist pupils with personal and intimate care needs, including bathroom support, in accordance with NHS care plans, leading this support while coordinating with LSAs.
- Offer flexible support to pupils in classroom settings as required by the department to facilitate learning and inclusion.

Therapies and Physical Support

- Support pupils with physiotherapy exercises and activities as directed by therapists and the physiotherapy coordinator.
- Assist with school-based occupational therapy (OT) needs identified by NHS teams, including the safe use of specialist equipment such as standing frames, specialist chairs, and other adaptive devices.
- Collaborate closely with the physiotherapy coordinator to implement, monitor, and update physical needs plans and risk assessments, ensuring all documentation is current and accurately reflects pupils' requirements.

Health, Safety, and Wellbeing

- Maintain the dignity, safety, and wellbeing of pupils at all times, adhering to all relevant health and safety protocols.
- Promote a positive, inclusive environment that supports the emotional and physical needs of pupils with complex disabilities.

- Report any concerns related to pupil welfare promptly and appropriately in line with safeguarding policies.

Collaboration and Communication

- Work effectively with teaching staff, LSAs, therapists, and other professionals to ensure coordinated and consistent support for pupils.
- Communicate sensitively and professionally with pupils, parents, and carers regarding care and therapy support.
- Contribute to team meetings and training sessions to share insights and develop best practises in supporting pupils with complex needs.

Skills and Competencies

- **Empathy and Patience:** Demonstrates genuine care, patience, and understanding when supporting pupils with complex physical disabilities.
- **Physical and Manual Handling Skills:** Competent in supporting pupils with physical needs, including the safe use of specialist equipment and personal care tasks, following NHS and school protocols.
- **Communication:** Clear and sensitive communication skills to liaise effectively with pupils, parents, carers, and multidisciplinary teams.
- **Teamwork:** Ability to work collaboratively with colleagues across different disciplines, contributing positively to a supportive and inclusive environment.
- **Flexibility and Adaptability:** Willingness to adapt to the operational needs of the department, including providing support in class when required.
- **Attention to Detail:** Careful implementation and updating of physical needs plans and risk assessments, ensuring compliance with health and safety standards.
- **Confidentiality:** Maintains professionalism and discretion in handling sensitive pupil information.
- **Equality and Diversity:** An understanding of and commitment to principles of equality and diversity

Professional Development

Portchester Community School values continuous professional growth and will provide opportunities for the Complex Needs and Therapies Assistant to develop skills through:

- Access to relevant training in physical disability support, physiotherapy techniques, and safeguarding.
- Participation in team meetings and multidisciplinary planning sessions where needed.
- Opportunities to engage in professional development aligned with the school's vision of nurturing potential and promoting inclusive practices.

Safeguarding

The Complex Needs and Therapies Assistant is a key figure in promoting the safeguarding and welfare of pupils at Portchester Community School. Responsibilities include:

- Working in strict accordance with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and the school's safeguarding policies.
- Being vigilant and proactive in identifying and reporting any concerns related to pupil safety or wellbeing to the Designated Safeguarding Lead (DSL).
- Ensuring all personal care and therapy activities uphold the highest standards of safety, dignity, and respect.
- Promoting a culture of safeguarding awareness and contributing to the school's commitment to providing a safe learning environment for all pupils.

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Dear Applicant

Equality Monitoring

Thank you for your interest in the Complex Needs and Therapies Assistant vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle
Headteacher



Job Hazard Form

This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: Complex Needs and Therapies Assistant

Manual Handling

This role requires hazardous manual handling operations. For example, *regular moving of heavy objects, or moving of people, including use of manual handling equipment (for which you will receive training) and pushing wheelchairs.*

The types of manual handling operation involved in this role are *children and objects.*

These manual handling operations are required on a *daily basis.*

The weights involved in these manual handling operations are *more than 25 kg.*

Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a *desktop computer and virtual learning platform.*

Job Characteristics

This role involves working with *children and young people of between 11 and 16 years old. This role also involves working with children and young people with special needs including those with complex or multiple disabilities.*

This role involves *personal care and food handling.*

This role also has potential to involve *verbal abuse and/or aggression and this is likely on an infrequent basis. The role is also likely to require physical behaviour management interventions for which the postholder will be trained.*

Work Environment

This role is carried out in an environment which involves *entry to confined spaces (e.g. lifts) and occasional outdoor work.*

Work Equipment/Machinery

This role also involves working with *hand-held powered tools/hand-guided tool/hand-fed tools (when postholder is in Technology department).*

Personal Protective Equipment

Given the nature of this role, the post holder is required to wear personal protective equipment to be worn on their *hands (latex gloves).*

COSHH (Control of Substances Hazardous to Health)

Biological Hazards

It is possible that postholder may come into routine or regular contact with *human bodily fluid* e.g. *through personal care*.

Chemical Hazards

The post holder will come into *infrequent* contact with any chemicals such as cleaning products which may be *an irritant*.

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.



Policy Statement

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

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