

CANDIDATE INFORMATION BROCHURE

Education Health Care Assistant

Lifelong Learning for All

PART TIME • PERMANENT • GRADE C



ABOUT OUR SCHOOL

Our school is at the heart of the local community providing education, experiences and opportunities for children aged 4–19.

We consider ourselves one big happy Newfield Family. We believe what makes us unique is the expert way in which we create a needs-led provision matched to each pupil's key learning needs.

We pride ourselves on providing a set of learning experiences across a child's time with us which places the needs and the abilities of the learners at the heart of provision and planning. It is based on outcomes we want the pupils to achieve at each key stage of their learning journey.

We allow our children to lead the learning at each key step of their journey, and our common principle throughout is to think about how we can help them achieve the maximum independence and meaningful skills for life beyond the classroom across each stage of their learning journey and in preparation for adulthood.

We achieve this by applying the principle of never doing anything for a child that they can, could or should do for themselves.

Every day our pupils amaze us with what they achieve, and we ensure we set our expectations high for all of them. To us there is no such phrase as 'I can't' – we just say 'You can't yet... so let's find a way together'. As a result of this attitude our students make progress beyond expectations.

We believe the key to our success lies in the fantastic knowledge, passion and commitment of the experienced staff team. Nothing happens in isolation and everyone's contribution is valued. Our knowledge of each pupil's needs and focus on developing learning shines through all we do.

This team approach extends to our families and other agencies, so we can agree on the most effective ways to support our pupils to reach their potential. In its truest sense we work using a team around the child and family approach.

As the Headteacher I feel incredibly proud of what we achieve together. Our pupils are an inspiration to us all, and enrich our lives daily.

KEY ADVERT INFORMATION AND DATES

POST	Education Health Care Assistant
CLOSING DATE FOR APPLICATIONS	Thursday 8 th October 2026 at 6pm
POST EFFECTIVE FROM	November 2026
TERMS / SALARY	Part time • Permanent • 32.5 hours £25,614 to £26,427 pro rata salary range £13.28 to £13.70 per hour

Newfield School is an impressive, well-resourced special school in Blackburn, Lancashire, providing high-quality specialist education, care and therapy for children and young people aged 4-19 with a wide range of needs, including autism, PMLD, SLD, complex medical needs, sensory impairments and physical disabilities.

Due to the continued growth of the school, we are seeking to appoint a number of enthusiastic and committed Education Health Care Assistants to join our busy, demanding and rewarding school, starting in November 2026.

Under the direction of teachers and senior staff, you will provide support to individuals and groups of children to access outcomes as outlined in each individual's Education Health Care Plan.

You will support pupil's education, health, medical, physical and general care needs following agreed plans, promote effective communication for all pupils using a range of agreed strategies e.g.: Makaton, PECS, communication aides etc. and provide general support to the teacher in the management of pupils and the classroom.

Whilst we particularly welcome applicants with experience of working with children and young people, it is more important that you have a child centred approach in working with our very special children as a full programme of training and development will be provided.

Please see details of working pattern below to be worked 39 weeks per year during term time including 5 annual professional development full days:

Hours per Week – 32.5

- Working Pattern – 8.30am to 3.30pm each day
- Actual Salary £19,468 - £20,086 based on working part time during term time

You will also be required to work until 5 pm on six occasions per year in order to undertake training and meet with your class team – these dates will be planned in advance and you will have plenty of notice.

Find out more about our school and download an application pack by visiting www.newfield.org.uk.

Completed application forms are returnable to recruitment@newfield.blackburn.sch.uk or to Recruitment Team, Newfield School, Old Bank Lane, Blackburn BB1 2PW

Closing Date: Thursday 8th October 2026 at 6pm

Selection Process: Thursday 15th October 2026

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Please note that in line with Keeping Children Safe in Education 2026 an online search will be carried out as part of our due diligence on shortlisted candidates.

This post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to a satisfactory check supplied by the Disclosure and Barring Service. The check will include any cautions, reprimands or final warnings as well as convictions.

Please note that incomplete applications will not be considered

LETTER FROM THE HEADTEACHER

Dear Applicant,

Thank you for your interest in joining Newfield School. I hope this brochure helps you understand both the opportunity and the community you would be joining.

Newfield School is a forward-thinking and innovative special school with a strong commitment to meeting the needs of our children, young people and families. We are proud of the quality of our provision and of the dedicated staff team who work every day to ensure that pupils feel safe, understood and successful.

Our school continues to grow and develop, and we are ambitious for both our pupils and our staff. Working closely with children, families, governors and colleagues, we are committed to building a culture where high expectations, strong relationships and thoughtful practice come together to secure the very best outcomes for every child.

We believe that great schools are built by professionals who are reflective, resilient and committed to continual improvement. Wellbeing and professional development are therefore a strong feature of life at Newfield, and for successful applicants we offer:

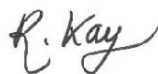
- a comprehensive induction and training programme
- high-quality mentoring and tailored professional development opportunities
- a full induction package for Early Career Teachers
- a supportive and collaborative staff culture
- opportunities to develop expertise within a specialist setting

We are looking for colleagues who are motivated, committed and ready to contribute to the next stage of Newfield's journey. This is an exciting opportunity to join a school community that values teamwork, professional growth and a shared moral purpose.

You can find out more about our school and its work by visiting our website at **www.newfield.org.uk**. If, after reading the pack, you would like to speak to someone personally, please contact **recruitment@newfield.blackburn.sch.uk** and I will be happy to arrange a conversation.

If you feel that you would like to be part of this professional challenge and help us continue to shape a school where values are lived in practice every day, I would be delighted to hear from you.

Yours sincerely,



Rachel Kay
Headteacher

REFERENCE GUIDANCE

When applying for any role at Newfield School, whether it is a casual role or a permanent one, you will need to provide two referee details. Your first referee needs to be your current (or most recent) employer. The details required are:

- the name of your current line manager or HR department
- a telephone number of the organisation
- an email address which contains the organisation's name rather than a personal email address. If you are currently working in a school establishment, the Headteacher should be the referee.

Your second referee can be another previous employer or a character referee. The details required are:

- the name of your referee,
- the referee's relationship to you,
- the referee's telephone number.
- Character referees should be someone who can talk about your personal qualities, such as a coach, client, teacher, or colleague.

Some further notes regarding referees:

- If you have not worked previously, you can provide the details of your most recent place of education. As with employer referees, we would expect the email address to contain the educator's name.
- You should speak to your referees prior to providing us with their details.
- Once we have requested details from your referees, we will chase them once; after that it is your responsibility to chase your referee to provide us with a reference.
- If no reference has been received, or unsatisfactory references have been received, Newfield School may revoke your offer of employment.

DBS AND IDENTITY CHECKS

Documents required for a Standard and Enhanced DBS check

Original documents must be produced and these must be checked by the organisation in the presence of the holder.

- Option 1 — one document from Group 1, and two documents from Group 1, 2a or 2b. If the applicant does not have any documents from Group 1, move to Option 2.
- Option 2 — one document from Group 2a, and two documents from 2a or 2b. If the applicant cannot fulfil the requirements from Option 1 or Option 2, they must move to Option 3.
- Option 3 — a UK birth certificate, one document from Group 2a, and three documents from 2a or 2b.

Group 1 — Primary ID documents

- Passport (any valid and current passport)
- Biometric residence permit (UK only)
- Current driving licence photocard (from UK, Isle of Man, Channel Islands & EU, either full or provisional)
- Birth certificate (must have been issued within 12 months of birth in the UK, Isle of Man and Channel Islands and other authorised overseas UK territories, for example HM Forces and diplomatic embassies)
- Adoption certificate (from UK and Channel Islands)

Group 2a — Government documents from trusted sources

- Current driving licence photocard (from UK, Isle of Man, Channel Islands & EU, either full or provisional)
- Current driving licence (from UK, Isle of Man, Channel Islands and EU, either full or provisional; paper version acceptable if issued prior to 1998)
- Birth certificate (issued within 12 months of birth in the UK, Isle of Man and Channel Islands and other authorised overseas UK territories)
- Marriage or civil partnership certificate (from UK and Channel Islands)
- HM Forces ID card (UK only)
- Firearms licence (UK, Isle of Man, and Channel Islands)

Group 2b — Financial and/or local authority documents

- Mortgage statement (UK or EEA within last 12 months)
- Bank or building society statement (UK and Channel Islands or EEA within last 3 months)
- Bank or building society account opening confirmation letter (UK within last 3 months)
- Credit card statement (UK or EEA within last 3 months)
- Financial statement (e.g. pension or endowment) — UK within last 12 months
- P45 or P60 statement (UK and Channel Islands within last 12 months)
- Council Tax statement (UK and Channel Islands within last 12 months)
- Work permit or visa (UK — must be valid)
- Utility bill (UK, not a mobile telephone bill, within last 3 months)
- Benefit statement (e.g. Child Benefit, Pension, UK, within last 3 months)
- Central or local government, government agency, or local council document giving entitlement (e.g. DWP, Employment Service, HMRC — UK and Channel Islands, within last 3 months)
- EU National ID card (must be valid and in date)
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands, must be valid)
- Letter from head teacher or college principal (UK, for 16–19 year olds in full-time education; only to be used in exceptional circumstances if other documents cannot be provided)

RIGHT TO WORK GUIDANCE

What is a Right to Work document?

A right to work document approved by the Home Office falls into one of two primary categories:

- List A — these documents are evidence that you have an unrestricted and permanent right to work in the UK.
- List B — these documents are proof of a temporary or partially restricted right to work. These are split into two sub-groups to determine the point at which your new employer will need to recheck your proof of right to work, because of time restrictions on your permissions.

List A

- A full UK passport that confirms your British nationality.
- A passport, national identity card or a Registration Certificate showing that you are a national of a European Economic Area (EEA) country or Switzerland.
- A permanent residence card issued by the Home Office as a family member of an EEA or Swiss national.
- Biometric Residence Permit indicating you have the right to stay indefinitely in the UK.
- A passport showing you are exempt from immigration control.
- Immigration Status Documentation issued by the Home Office, showing your right of abode or the ability to stay indefinitely in the UK — along with a document showing your National Insurance number and name.
- Birth certificate or adoption certificate issued in the UK or the Channel Islands alongside a document showing your National Insurance number and name.
- Certificate of registration of British citizenship.

List B — Group 1

- A passport showing you are allowed to stay in the UK and carry out the type of work in question.
- Other Home Office-approved evidence of time-limited permission to work may be required depending on the individual's immigration status; the recruitment team will advise on the current checking route.

Applicants should provide documents as requested by the recruitment team. Do not send original identity documents with an application unless specifically instructed.

SAFER RECRUITMENT

Newfield is committed to safeguarding and promoting the welfare of children and vulnerable adults. All recruitment is undertaken with safeguarding at its center.

Where a role involves regulated activity with children, the relevant safeguarding and safer-recruitment requirements will apply. The required checks will depend on the role and the individual.

During recruitment

- Shortlisted candidates may be asked to complete a self-declaration.
- Newfield may carry out an online search of publicly available information as part of due diligence on shortlisted candidates.
- Relevant matters will be considered fairly and discussed with candidates where appropriate.

Before appointment

- Any offer is conditional on satisfactory pre-employment checks.
- Checks may include identity and right to work; an appropriate DBS check; references and employment history; qualifications and professional status; teacher prohibition and other relevant statutory checks; checks relating to time spent overseas; and fitness to carry out the role.
- The recruitment team will explain the required documents and checking routes to successful candidates.
- Applicants should not send original identity documents with an application.

For questions about the recruitment process, contact recruitment@newfield.blackburn.sch.uk or 01254 588600.