

VRANCH HOUSE

Pinhoe Road, Exeter, EX4 8AD

Tel: 01392 468333 / Fax: 01392 463818

Lunch Time Support Assistant

Job Description

Vranch House is a school for children with physical difficulties (mostly arising from Cerebral Palsy), aged 2 – 11 years.

Duties will include:

- Active 1-1 support for children to eat their lunch, including administering gastrostomy feeds, where appropriate, following training.
- Intimate care including; administration of some medicines with supervision, toilet routine and personal care. Also helping children to develop independence skills in basic hygiene whilst respecting the child's dignity at all times.
- Supervision of children during their lunch break.
- Following Best Practice Policies within school, for a wide range of activities, such as, Moving and Handling guidance and training when lifting and moving children or using hoists within school.
- Setting up, cleaning and tidying away play equipment for child.
- Playing with children in classes as appropriate.
- Be involved in training sessions at school such as; Infection Control, ICT skills & development, safely and comfortably securing leg splints and gaiters as necessary.
- Supporting the development of children's independent life skills as appropriate, following training, such as, eating and drinking, mobility and communication skills.
- Collecting and taking items for washing to laundry room (on a rota basis)
- Checking classroom stock and restocking as required e.g. wipes, hand gel, gloves, aprons etc.
- Attending regular meetings for support staff, and training sessions as requested.
- Relaying messages, observations and feedback to other members of staff as appropriate.
- Assisting other staff with clubs and activities taking place during the lunch break.

Other Duties:

Cover in class and therapy groups, following full training and opportunities to progress, if appropriate, as vacancies arise.

Essential Skills:

- A professional approach at all times, within school.
- Tidy appearance with long hair tied back and no large pieces of jewellery and sensible footwear, for Health and Safety reasons.
- The ability to build rapport with children.
- The ability to demonstrate responsiveness to the needs of individual children.

- A willingness to undertake Makaton signing training and to use this in school as appropriate and to use the communication aids appropriate for each child, following training.
- The ability to use own initiative at times but always check actions first, if unsure, and to take direction from other members of staff as appropriate.
- The ability to work as part of a team, with good communication skills and a willingness to learn.

Training will be provided in all aspects of these duties.

Support / advice is available from members of the school and therapy teams.

Hours: 2 hours daily from 1200 – 1400 for 39 weeks a year starting 3rd September 2012 with some paid training prior to commencement.

Salary: For 10 hours per week £67.60 per week (£6.76 per hour)

Salaries are paid monthly and will be based on one twelfth of the annual rate which is for 39 weeks work plus a paid holiday entitlement of 5 weeks inclusive of statutory and bank holidays. Holiday entitlement increases after 5 and 10 years service.

An application form can be downloaded from the School's Website www.vranchhouse.org or requested by sending a stamped addressed envelope to the Headteacher, Vbranch House School, Pinhoe Road, Exeter, EX4 8AD.

CLOSING DATE FOR RECEIPT OF APPLICATIONS – MONDAY 14TH MAY 2012.