



# **VRANCH HOUSE**

## **JOB DESCRIPTION**

**JOB TITLE:** LUNCTIME ASSISTANT  
**Pay Band:** £9.07 per hour

**Managerially Responsible to:** The Chief Executive, Vranch House  
**Professionally Accountable to:** The Head of Education and the Head of Therapies, Vranch House  
**Job Location:** Vranch House School

### **JOB SUMMARY**

Mealtime Assistants are a vital member of class based teams at Vranch House. They work closely with class teachers, teaching assistants and other professionals as part of multi-professional teams supporting our pupils.

### **Area of work:**

- The post-holder duties may include (but are not limited to):
  - Active 1:1 support for children to eat their lunch, including administration of gastrostomy feeds (following a period of supervision and training)
  - Responsibility for promoting and safe guarding the welfare of children in school.
  - Intimate care including; administration of some medicines with supervision and personal care hygiene. 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, including playing games and reading books with children.
  - 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, Intimate Care, Communication and Safeguarding Children.
  - Setting up, cleaning and tidying away play equipment for children.
  - Checking classroom stocks of hand gel, aprons etc and collecting/taking items to laundry room
  - Attending regular meetings for support staff, and training sessions as requested.
  - Relaying messages, observations and feedback to other members of staff as appropriate.

### **Professional:**

The post holder will:

- Maintain their own relevant knowledge and skills through participation in training (including Child Protection, Infection Control and Moving and Handling training etc), and attendance of regular staff meetings.
- Be an active part of the multidisciplinary team at Vranch House.
- Attend support staff meetings to ensure the delivery of a co-ordinated child-centred service.
- **The post-holder will be required to uphold Child Protection and confidentiality best practice at all times (Child Protection training will be provided).**