



# **VRANCH HOUSE**

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	TEACHING ASSISTANT
<b>Pay Band:</b>	£9.07 to £9.88 per hour, based on experience and qualification
<b>Managerially Responsible to:</b>	The Chief Executive, Vranch House
<b>Professionally Accountable to:</b>	The Head of Education and the Head of Therapies, Vranch House
<b>Job Location:</b>	Vranch House School

### **JOB SUMMARY**

Teaching Assistants are a vital member of class based teams at Vranch House. They work closely with class teachers, therapists, mealtime 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):

- Provide Teaching Assistant support to a Class Teacher or Higher Level Teaching Assistant (HLTA).
- Responsibility for promoting and safe guarding the welfare of children in school.
- Active support for children in classes, including administering gastrostomy feeds, where appropriate, following training.
- 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 feeding.
- 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.
- Be involved in training sessions at the school.
- 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 multi-disciplinary team 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).**