

## Job Description

### Isle of Man Department of Education, Sport and Culture

#### Education Advice and Support

<b>Post Title:</b>	Vision Support Service Lunchtime Assistant – Education Advice and Support Division
<b>Hours:</b>	6 hours 15 minutes Per Week, Term Time Only
<b>Responsible to:</b>	Vision Support Service lead
<b>Grade:</b>	Skill Zone 2/ Pay Band 5
<b>Salary Grade:</b>	£25,784 to £31,340 Pro Rata Per Annum
<b>Location:</b>	Ballakermeen High School

#### JOB PURPOSE

Under the direction of the Vision Support Service lead, the post holder is required to support, during the lunchtime period, a mainstream student who is blind, always ensuring their security and safety.

- Providing care and support for student at all times.
- Liaising with the VSS team at all times with regard to duties, nature of support and expectations of the student.

#### MAIN ACTIVITIES

##### 1. General Duties

The VSS Lunchtime Assistant is responsible for:

- Supervising student on site throughout the lunchtime period, for example in the dining room.
- Maintaining safety, welfare and discipline of student throughout the lunchtime period under the direction of the VSS lead, throughout the whole school environment, including the outdoor areas.
- Co-operating with all VSS and school staff at all times.
- Where necessary, supporting with the cutting up of foods, opening packets etc. The student is continually working on developing Independent Living Skills and the Lunchtime Assistant will be guided by the VSS team as to what the student should be expected to do independently, and which tasks will need support.
- Encouraging good standards of behaviour at all times, in line with the school's policy.
- Promoting positive social interaction with peers.
- Maintaining positive working relationships with school and VSS colleagues, as well as the student.
- Attending meetings and training sessions if required by VSS lead or school.
- All knowledge about individual students is confidential and must not be discussed outside school.

##### 2. Specialist Duties

- Assisting with all aspects of the lunchtime routine of the student as required.
- Under the guidance of VSS lead and the VSS team, use guiding techniques in line with those set out by National Habilitation Standards. Training will be provided.

- Informing a member of VSS of any incidents, concerns or difficulties.

### **3. Health and Safety**

The VSS Lunchtime Assistant is responsible for:

- Ensuring that all duties are carried out within defined standards of safety.
- Maintaining safety and cleanliness so as not to endanger the safety of others or self.
- Being aware of the individual needs of the student.
- Clearing any accident or spillage using caretaking equipment provided for such purpose. The safety of the child should remain the main priority.

### **4. Any Other Duties**

- Being familiar with the School's Health & Safety and Behaviour Policies.
- The post holder may be required to perform duties other than those detailed above. The particular duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

## **Safeguarding**

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**All staff** are required to undertake training with regard to the safeguarding and welfare of children and young people, and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, while carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

**Department of Education, Sport and Culture**  
Rheynn Ynsee, Spoyrt as Cultoor

**Person Specification**  
**Vision Support Service Lunchtime Assistant**

**Job Summary**

Under the direction of the Vision Support Service lead, the post holder is required to support a mainstream student who is blind, during the lunchtime period always ensuring their security and safety.

<b>Attributes</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<b>Experience</b>		
Experience of working with or caring for Primary or Secondary School age children.	D	CV/Interview
Willing to always provide care and support for student at all times, encouraging activities and building positive relationships with student.	E	Interview
Willingness to listen to and follow careful instruction.	E	Interview
Willing to assist with all aspects of the student's lunchtime routine and their personal hygiene.	E	Interview
Team Player.	E	CV/Interview
<b>Disposition</b>		
Approachable.	E	Interview
Enthusiasm, energy & optimism.	D	CV/Interview
Ability to work as part of a team.	E	CV/Interview
Ability to relate well to children and adults.	E	Interview
A willingness to continuously develop by undergoing new and refresher training.	E	CV/Interview
Discreet.	E	Interview
Calm disposition.	E	Interview
Common sense approach.	E	Interview
<b>Circumstances/Interests</b>		

Isle of Man Worker.	D	Application
Voluntary Youth work such as Brownies, Scouts etc.	D	Interview
Current First Aid Certificate.	D	CV/Interview
Satisfactory Police Check.	E	Pre-employment checks