

## JOB DESCRIPTION

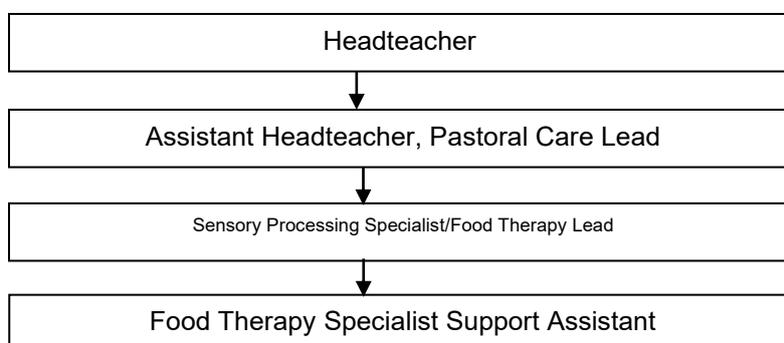
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|---|---|
| <b>School:</b> Brookfields School                           | <b>Location:</b> Tilehurst, West Berkshire                                |
| <b>Job Title:</b> Food Therapy Specialist Support Assistant | <b>Grade/Salary Range:</b> Band F NJC Scale 11 – 19<br>Plus SEN Allowance |

### JOB PURPOSE

- Supporting parents with the implementation of individual therapy programmes relating to food therapy
- To help design and deliver individual therapy programmes for pupils relating to issues around food in the school setting
- To work within the Personal Development, Behaviour and Attitudes team using therapeutic thinking approaches to develop a food therapy strategy within different strands at Brookfields School
- To help children develop and maintain a balanced and open attitude towards food, in relation to their diagnosis of a learning disability which may make this harder for them

### DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE

- The Children and Young Peoples' Directorate specifically fund the post. Supervision will be provided, via a management group, by Brookfield's Personal Development, Behaviour and Attitudes Team
- There will be regular management meetings to oversee the work of support workers and to manage their case load
- The management group will consist of staff from Brookfields School and other agencies as appropriate



### MAIN DUTIES AND RESPONSIBILITIES

**To promote equality as an integral part of the role and to treat everyone with fairness and dignity.**

**To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.**

**To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.**

- To work as part of a multi-professional team planning individual programmes for children
- To be involved in the design and implement care and educational programmes for pupils
- To familiarise and support parents in implementing programmes suitable for their children
- To keep detailed records and reports on pupils and their programmes
- To attend team meetings and training to develop skills in working with pupils

Please note that this job description is intended as a general guide to the duties required of the post and is not an inflexible specification. It may be altered as appropriate to reflect the changing needs of the schools.

#### **SCOPE OF JOB (Budgetary/Resource control, Impact)**

- To help pupils and their families at home and in school develop a positive relationship with food maximising the food choices they are able to make and contributing to a better quality of life.
- The job will involve working directly with families in their home environments
- The job will require the person to implement and deliver food therapy programmes for specific pupils, and to manage an ongoing caseload of those pupils
- Recording, record keeping and reporting
- The job role is equivalent to 1 day per week focused on food therapy specialist support
- Prepare and eat a wide variety of food and drinks dictated by the child receiving the therapy
- Interaction through preparation and play with all types of food

#### **SAFEGUARDING**

- The Governing Body is committed to safeguarding and promoting the welfare of children and as such this post will be subject to the checks as laid out in the school's appointment policy which will be given to candidates invited for interview. This will include an Enhanced Disclosure check.

## PERSON SPECIFICATION

|                                |   |                  |                           |
|--------------------------------|---|------------------|---------------------------|
| <b>Job Title:</b>              | Food Therapy Specialist Support Assistant | <b>School:</b>   | Brookfields School        |
| <b>Reports to (job title):</b> | Children and Young Peoples' Directorate   | <b>Location:</b> | Tilehurst, West Berkshire |

\* E = Essential Criterion (required at point of recruitment)    D = Desirable Criterion (can be developed over time)

| KEY CRITERIA  | * E/D?                    | CONTEXT (How the criterion will be used in the job)  |
|---|---------------------------|--|
| <b><u>Qualifications &amp; Experience</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Relevant qualifications to include either A Levels, NVQ3 (including English and Maths) or NNEB plus GCSEs grades A to C or Sub level 3 vocational qualification</li> <li><input type="checkbox"/> Experience with pupils with learning disabilities / SEN</li> <li><input type="checkbox"/> 2 years' experience within a school based setting / learning environment</li> <li><input type="checkbox"/> Food Hygiene Level 1 and 2</li> <li><input type="checkbox"/> Qualified First Aider</li> <li><input type="checkbox"/> Experience in a care environment</li> </ul>   | E<br>E<br>E<br>D<br>D     | <ul style="list-style-type: none"> <li><input type="checkbox"/> The NVQ level provides key guidance and training on working with children that is necessary for this role</li> <li><input type="checkbox"/> Working with pupils with a range of abilities and adapting methods and resources to suit individual needs.</li> <li><input type="checkbox"/> All pupils within the School have SEN and experience of this across the School is always encouraged</li> <li><input type="checkbox"/> Experience in a school based setting is desirable to be able to pick up the role quickly and efficiently</li> <li><input type="checkbox"/> A qualified First Aider certificate is useful within the School environment</li> </ul> |
| <b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Knowledge of the Early Year's Curriculum or National Curriculum</li> <li><input type="checkbox"/> Understanding the child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities</li> <li><input type="checkbox"/> Knowledge of the key factors that can affect the way pupils learn</li> <li><input type="checkbox"/> Demonstrate knowledge of the key factors that can affect the ways pupils learn</li> <li><input type="checkbox"/> Awareness of and willing to promote the School's social inclusion policies and practices</li> </ul> | E<br><br>E<br>E<br>E<br>E | <ul style="list-style-type: none"> <li><input type="checkbox"/> It is essential that all staff are aware of child protection and bullying issues to ensure the safety of all pupils</li> <li><input type="checkbox"/> Working at an appropriate level and pace to allow pupils to make maximum progress</li> <li><input type="checkbox"/> To be able to ensure that all pupils are included as part of the School</li> </ul>   |
| <b><u>Skills and Abilities</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Good planning and organisational skills</li> </ul>   | E                         | <ul style="list-style-type: none"> <li><input type="checkbox"/> To be able to feedback to parents and teachers about the progress of children</li> </ul>   |



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|--|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Experience of working as part of a team</li> <li><input type="checkbox"/> Good in depth knowledge and understanding of child development</li> <li><input type="checkbox"/> Professionally discreet and able to respect confidentiality</li> <li><input type="checkbox"/> Flexible approach to tasks</li> <li><input type="checkbox"/> Confident and able to use own initiative</li> <li><input type="checkbox"/> Awareness of child protection and bullying issues</li> <li><input type="checkbox"/> Willingness to promote social inclusion policies and practices</li> <li><input type="checkbox"/> Ability to form effective relationships with colleagues and students, understand professional boundaries and demonstrate suitability to work with children</li> </ul>  | <p>E<br/>E<br/>E<br/>E<br/>E<br/>E<br/>E<br/>E</p>             | <p>role to ensure that the school runs smoothly</p>   |
| <p><b><u>Other Work-related Requirements</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Suitability to work with Children</li> <li><input type="checkbox"/> DBS Check</li> <li><input type="checkbox"/> Casual car user mileage payable and staff are required to check their car insurance covers business use of the vehicle</li> <li><input type="checkbox"/> Essential to have the flexibility to work evenings, week-ends and holidays as required</li> <li><input type="checkbox"/> Patient and resilient</li> <li><input type="checkbox"/> Willing to attend evening meetings as required</li> <li><input type="checkbox"/> Willing to attend training, including intervention training, and implement actions</li> <li><input type="checkbox"/> Able to manage the physical aspects of working with children with SEN</li> <li><input type="checkbox"/> <b>Willing to touch and eat a wide variety of food stuffs dictated by the child receiving the therapy</b></li> <li><input type="checkbox"/> <b>Need to be able to play with all types of food, get messy, be fed by children and eat all food.</b></li> </ul> | <p>E<br/>E<br/>E<br/>E<br/>E<br/>E<br/>E<br/>E<br/>E<br/>E</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> To ensure the post holder is able to demonstrate the appropriate suitability to work with children</li> <li><input type="checkbox"/> The post holder may be required to travel to other locations as part of this role so a clean full driving licence with relevant insurance will be required</li> <br/> <li><input type="checkbox"/> The post holder may be required to attend meetings offsite and at times outside of working hours</li> <li><input type="checkbox"/> The post holder will need to ensure that they are up to date with any necessary training for the role</li> </ul> |