

RAINBOW HOUSE ASSISTANT

Recruitment Information Pack – February 2019

Job Title: Rainbow House Assistant	Location: Rainbow House, Mawdesley
Responsible to: Service Managers, Conductors, Physiotherapist, Session Leaders	Responsible for: Supporting Children & Young People through our services & activities

HOURS PER WEEK: 30 Hours

HOURLY RATE: £8 per hour rising to £8.21 in April 2019

ANNUAL LEAVE: 25 Days Annual Leave per year + 8 Bank Holidays

SICK PAY: Sick pay scheme covering up to 1 month

Robust internal training as well as external training will be provided.

This is a fantastic role for anyone already working in Early Years, Special Educational Needs, Education, Nursing, Care settings or for those who want to begin working in such a setting.

You will work directly with children & young people with a diverse range of complex neurological and physical conditions. The role is extremely hands on and intensive but massively positive.

PURPOSE OF JOB

The Rainbow House Assistant role will be expected to assist and support our Lead Professionals (Conductors, Physiotherapist, Session Leaders) and work alongside your team of Rainbow House Assistants) in order to provide:

- Therapeutic services through our term-time timetable for up to 100 children & young people. Such services include:
Conductive Education; Physiotherapy; Rebound Therapy; Mobility & Step Safe; Drop-In Clinics; Stay & Play Sessions; Family Activities & Events.
- School Holiday Services which include Positive Activities for our children & young people through a range of fun clubs, informal activities & events as well as an extension of our therapeutic work through bespoke services & activities.

A description about the types of services and activities we provide can be found in the document: *About Rainbow House* (this is on our website in the recruitment area).

MAIN DUTIES OF ROLE

Below is a list of tasks and responsibilities that you will be required to fulfil in your role as a Rainbow House Assistant:

1. To be a proactive member of the team providing a safe, stimulating and inclusive environment in which children and young people with disabilities are supported and encouraged to achieve their full potential.
2. To offer full and practical support in the day-to-day running of the Rainbow House services (including: Conductive Education; Physiotherapy; Rebound Therapy; Mobility & Step Safe; Drop-In Clinics; Stay & Play Sessions; Family Activities & Events).
3. Setting up and organising rooms before, during and after sessions.
4. To fully embrace and support the philosophy of Rainbow House i.e. the belief that everyone can learn if appropriately supported and of encouraging all individuals of all abilities to achieve their potential.
5. To fully engage in working in collaboration with the range of professionals at Rainbow house (and partnership organisations).
6. To understand and respect the need for consistency of support for the children & young people with disabilities by being on time for work, giving appropriate notice of holiday requests and reporting non-attendance through sickness promptly and appropriately.
7. To assist in providing a safe, supportive and caring environment for children & young people with disabilities - to ensure that all aspects of each individual development are given full consideration.
8. To ensure that clean and hygienic standards are maintained at all times. This includes daily cleaning rotas and other housekeeping duties.
9. To maintain and follow all Health & Safety policies and procedures at all times.
10. To develop a thorough knowledge of all of the charities operational policies & procedures, ensuring that they are followed and respected at all times.
11. To have basic knowledge of the principles and practice of the services we provide through completion of in-house and external training, as appropriate.
12. To follow all routines, duties, timetables, rotas, record keeping activities and any other reasonable duty as requested by our joint Service Managers.
13. To ensure that communication with children & young people with disabilities, their parents and carers and the staff team is polite and courteous at all times.

14. To share relevant information and ensure that information passed between parents, carers, service users and staff is communicated to Service Managers as appropriate.
15. To take on other assigned responsibilities, as requested and advised by Service Managers in line with knowledge and experience.
16. To maintain confidentiality about all issues related to children & young people with disabilities, and their families; your own and other staff members issues and any other management or operational issues.
17. Involvement and enrolment in internal & external training courses to be undertaken and completed which may, at various times, be outside normal working hours.
18. To be involved in delivering a stimulating and creative atmosphere within our service delivery.
19. To attend all mandatory training sessions and workshops as advised by our Service Managers.
20. To attend staff meetings, professional development training and any other events as requested by your Service Manager and to take responsibility for continued professional development by attending courses (in-house and external), receiving constructive feedback and reading relevant material.
21. To assist the staff team in promoting Rainbow House's positive image and growing its reputation.
22. To carry out any other reasonable additional duties as requested by your Service Manager from time to time.

This job description is not meant to be exhaustive. The post holder will be expected to adopt a flexible attitude towards the duties outlined which may be subject to adjustment at any time in consultation with the post holder and in line with the needs of Rainbow House services.

ABOUT YOU

You may already have employment or volunteering experience in Early Years, Special Educational Needs, Education, Nursing, Care settings or similar which will certainly be of benefit if you do.

We understand for some people they may not have that experience already but this is the type of work they want to get into.

For all applicants, whether you have experience or not, the most important thing for us is that you have a clear passion and motivation to support children & young people with a range of complex neurological and physical conditions.

HOW TO APPLY

Please send a copy of your most up to date CV along with a covering letter explaining why you are interested in the role and why you think you would be well placed to work for us at Rainbow House.

Please state in your letter the role you are applying for (Rainbow House Assistant).

Send this to: k.gee@thelegacy-rainbowhouse.com

Please mark the Subject of your email: Recruitment – your surname

DEADLINE FOR APPLICATIONS

Please submit your application before the end of Sunday 17th March 2019.

We will contact you after this date if you are selected for interview.

DBS & REFERENCES

Please note any applicant offered a role at Rainbow House will be subject to a rigorous DBS (Disclosure & Barring Service) check and reference requests.