

July 2019

Application for Moving & Handling (People) Trainer

Thank you for your interest in the vacancy for the above position.

Valence School is a Kent County Council Foundation residential and day Special School for students from age 4 to 19 with physical disabilities, complex medical needs and associated learning difficulties. We are part of the Kent Special Educational Needs Trust (KsENT).

We have a large, dedicated staff team of over 250 people providing specialist teaching, social care, therapies and nursing care to an exceptionally high standard.

Valence School is a supportive environment and a rewarding place to work, and whether working directly with our students or in a school support role, every member of staff participates in enabling students to learn and aspire to achieve meaningful independence. Students flourish in a supportive but challenging environment, making good educational progress and achieving a range of accreditation as they get older.

Please find enclosed the following forms:

- Application Form } to complete and return
- Equality Monitoring Form } to complete and return
- Mission Statement
- Copy of the Advertisement
- Job Description and Person Specification.

The closing date is **17th June 2019** and we look forward to receiving your completed forms at your earliest convenience.

Valence School is committed to safeguarding and promoting the welfare of every student and we expect all staff to share this commitment. References will be taken up before interview and successful applicants will need an enhanced Disclosure and Barring Service check. Please note that smoking (including e-cigarettes) is prohibited within the school premises and grounds.

Should you require any additional information or would like to arrange an informal visit to the school please do not hesitate to contact us.

Yours sincerely

Jackie Cummins

Senior HR Assistant



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MOVING & HANDLING TRAINER

Full Time - Term Time Only (37 hours a week)

Kent Range 9 - £28,925 - £32,917 FTE

We are looking for a moving and handling people trainer for Valence school and to help us expand an already successful outreach training service into Kent and surrounding areas. This post will be supported by a lead moving and handling trainer and a moving and handling team at Valence School.

This post would suit someone who has experience in moving and handling training and can evidence successful completion of a people or children handling trainer course. Applicants with experience in moving and handling of people but who have not yet completed an accredited training course would also be considered as you would be supported with training.

Other important skills to demonstrate are excellent presentation, communication and organisational skills. The post will be based at Valence school with the need to be able to travel around Kent and into surrounding counties.

Valence School is a KCC Foundation residential and day Special School for children and young people with physical disabilities, complex medical needs and associated learning and communication difficulties. We are part of the Kent Special Educational Needs Trust.

For details please visit www.valenceschool.com/staff-vacancies or contact HR on 01959 567841 or email vacancies@valence.kent.sch.uk

Closing date for applications 17th July 2019

Interviews to be held on week commencing 22nd July 2019

Valence School is committed to safeguarding and promoting the welfare of every student and we expect all our staff and volunteers to share this commitment. References will be taken up before interview and the successful applicant will require an enhanced DBS check.



Valence School Job description: MOVING AND HANDLING TRAINER

Responsible to: Moving and Handling Therapy Lead

Main purpose

- To develop and deliver high quality moving and handling training to Valence School and other organisations in Kent and surrounding areas
- To undertake risk assessments and offer advice on the safe handling of children and young people.
- Teaching will be delivered in training rooms and a range of educational and other settings as required across Kent and surrounding areas.
- The post holder will be responsible for maintaining records of attendance, interactions and competency assessments and liaising with others as appropriate.
- The post holder will provide ergonomic advice on moving and handling issues through design and equipment provision to minimise associated risks.

Duties and responsibilities

- To provide moving and handling training programmes and work to ensure that all staff undertaking training understand and adopt the principles of safe moving and handling of people to reduce the risk of injury to staff and children and young people
- Training should be in line with recommended training standards and include health and safety, moving and handling and person-centred legislation.
- To use specialist knowledge (underpinned by theory) to provide advice on moving and handling
- To use a practical problem-solving approach to moving and handling issues based on evidence based practice
- To demonstrate developed and /or complex techniques to trainees at an appropriate pace for learning
- The post holder will use training skills such as presentation skills and use of multimedia to promote learning
- There will be a requirement to simulate scenarios for the purpose of training
- To provide specialist advice in relation to the care of children and young people and reduction of muscular skeletal injury

- To contribute to service developments in moving and handling both for Valence school and outreach training
- To be responsible for the health and safety of children and young people, staff and parents within the training environment and to monitor individual requirements
- To supervise trainees during practical aspects of training and be responsible for the safe use of any equipment by others within the training environment.
- To assess the capability and competence of trainees and identify actions to address competencies
- To manage and maintain records of training and competency assessment liaising with training departments as required.
- To contribute to all documentation processes relating to moving and handling including risk assessments
- To liaise and carry out any joint working with other health professionals also involved in the care of a child or young person
- To assist with and report on any service reviews and consultations including quality standard audits
- To facilitate good communication with other staff working with children and young people relating to moving and handling practice. This may include staff from health and local authorities and the voluntary sectors.
- To manage own time including prioritising tasks, dealing with requests, reviews, training, liaison and meeting a range of deadlines
- To be aware of, observe and follow all school policies and procedures including those of other organisations when visiting as part of outreach duties

Valence School Duties

- To carry out moving and handling training advice and guidance at Valence School and in any other required location in line with the work of the school.
- To provide moving and handling training courses to meet learning needs of school staff.
- To join and work as member of the Moving and Handling team at Valence School including organising and participating in moving and handling meetings
- To assist with the provision of a moving and handling mentor training programme as required at Valence School.
- To undertake an annual training needs analysis for Valence School and review training programmes in the light of feedback
- To carry out risk assessments and create comprehensive moving and handling plans to promote the safety of students and staff
- To organise the process for the moving and handling team reviewing risk assessments in school

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- To respond to any referrals via the school reporting process. This will involve contributing to carrying out any investigations and making changes to future practice.
- To identify any incident trends and use data to inform future training programmes and school health and safety policies

Outreach Training

- To support the continued development of an outreach moving and handling training service; this will involve networking and liaison with the specialist teaching services and other organisations as required
- To actively promote the moving and handling training service using appropriate lines of communication including use of websites and other promotional material
- To re-establish and maintain a referral /communication pathway to ensure that staff from other schools, nurseries colleges and any other organisations can request training.
- To meet agreed standards around response times in the delivery of training according to any service specification
- To monitor quality of training through trainees and organisation feedback and make any required changes to training to ensure continued development of high quality training services
- To assist in the creation of training courses and events that are relevant to the training needs of staff at other schools, colleges and nurseries and any other organisations that may request training advice and support
- To set up and maintain comprehensive documentation systems to support communication and invoicing systems working between Valence finance department, schools and other organisations in Kent and surrounding areas
- To work with Physical Disability Lead for the Specialist teaching service and Valence School Principal in the monitoring and development of the outreach training service

Training and Continual professional development

- To keep up to date with Moving and Handling best practice and developments, including attendance at meetings, courses, conferences and study days.
- To attend training relevant to the development of the post such as an accredited Train the Trainer course, accredited training in back care management and keep training updated annually or as required
- Keep records of training undertaken and demonstrate learning in day to day practice
- To employ other methods of ensuring continuous professional development e.g. networking with other moving and handling trainers and joining a national organisation such as the National Back Exchange.
- To attend statutory/mandatory training or other training relevant to role e.g. safeguarding.
- To undergo additional supervision with a Therapy Moving and Handling Advisor.
- To be aware of and pro-actively observe all school policies.

This job description gives a general outline of the post and the post holder may also be required to carry out other comparable duties as part of the post.

Notes

This job description may be amended at any time in consultation with the postholder.



Valence School Person Specification: MOVING AND HANDLING TRAINER

The following outlines the criteria for this post. Applicants should describe in their application how they meet these criteria.

REQUIREMENT	ESSENTIAL	DESIRABLE
1. Qualifications/ Experience	<p>Evidence of successful completion of training programme in MH</p> <p>Previous experience in moving and handling of people in health, social care or educational establishments.</p> <p>Evidence of continued professional development</p> <p>Evidence of innovative working and supporting change</p>	<p>Recognised Therapy /Nursing Degree Qualification or equivalent</p> <p>Health and Care Professions Council</p> <p>Completion of accredited 'Train the Trainer' course in Moving and Handling or other qualification in Moving and Handling</p>
2. Skills	<p>Knowledge of evidence based moving and handling practice and ability to implement in practice.</p> <p>Knowledge of current local and national policies relevant to Moving and Handling health, social care and education</p> <p>Knowledge of spinal anatomy and biomechanics</p> <p>Current knowledge of child/adult safeguarding policies and procedures</p> <p>Ability to demonstrate excellent teaching and presentation skills both written and verbal</p> <p>Understanding of risk assessment</p> <p>Ability to conduct audit, write records and</p>	<p>Active membership of National Special Interest Groups e.g. "National Back Exchange"</p>

	<p>evidence based practice documents</p> <p>Use of IT skills, to include creation of training materials, knowledge and skills with spreadsheets to set up and use databases</p> <p>Ability to maintain accurate and up to training records,</p> <p>Ability to maintain and effective working relationships</p> <p>Be physically able of teaching good moving and handling practice</p> <p>Excellent interpersonal and communication skills</p> <p>Ability to motivate and lead staff</p> <p>Ability to develop and maintain inter-agency and inter-disciplinary links</p> <p>Ability to prioritise and balance workload</p> <p>Ability to make decisions and deal with conflict</p> <p>Involves children and their families and other stakeholders, in moving and handling issues.</p> <p>Actively develops themselves and others by showing a commitment to learning and development</p> <p>Car Driver and ability to travel around Kent and into surrounding areas</p>	
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Mission Statement

Student's views and rights are central to the ethos of Valence School.

Its mission is to provide a learning community where there is quality education, care, access and therapy in order to promote each student's intellectual, physical, social, emotional and spiritual wellbeing.

Our work is about enabling children and young people who have special physical, medical and sensory needs to develop the knowledge, skills and understanding together with the confidence, self-esteem and self-dependence necessary for them to participate in and contribute to society in the way each chooses.

The School's aims are to:

1. Meet the individual needs of each student as documented in their individual Statements of Special Educational Needs.
2. Maintain and develop in students lively enquiring minds; to promote the ability to question and argue rationally; to encourage students to apply themselves to a range of tasks and skills.
3. Provide a multidisciplinary approach to a broad, balanced and relevant curriculum that meets individual needs with full access and accreditation.
4. Raise students' self-esteem and self-confidence and create in them a sense of personal excellence enabling them to acquire knowledge and skills relevant to life in a fast-changing world.
5. Help students to develop self-knowledge, spiritual and moral awareness and understanding and respect for other people's feelings, values and beliefs.
6. Help students to understand the multicultural world in which they live as citizens and the inter-dependence of individuals, groups and nations and the rights and responsibilities of living in today's Britain.

Our Child Protection Policy can be found on our [website](#)