3 July 2020

Dear Applicant

Thank you for applying for the post of Midday Assistant at Heaton School - there are also opportunities to do other paid work in the school, for example as a casual teaching assistant or at after school and holiday clubs. The midday post is to work Monday to Friday 12 – 1.30 pm, duties include

* Giving children who are physically disabled their dinner
* Helping children learn to eat independently
* Helping children with personal care
* Supervising children playing after lunch
* Supporting children to settle into afternoon class sessions
* Supporting students to manage their behaviour.

Attached is a person specification and job description. Please note that only candidates who fulfil the essential requirements will be short listed. Ensure you refer to the person specification when completing your application form. Please state any other skills or interests that might be relevant for this position.

Each candidate's fulfilment of the requirements will be tested and assessed during the selection process, and this process will also include an assessment of your suitability to work with children.

If you are short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

The completed application form should be returned **to the Head Teacher at** [headteacher@heaton.stockport.sch.uk](mailto:headteacher@heaton.stockport.sch.uk)by email or handwritten to the school by Wednesday 15 July 2020.

Many thanks for your interest, and good luck in the future if you do not hear from us.

Yours faithfully

**Jonathan Curtis**

**Headteacher**

**STOCKPORT METROPOLITAN BOROUGH COUNCIL / HEATON SCHOOL : POST DETAILS**

**PERSON SPECIFICATION**

**POST TITLE:** Mid-day Assistant

**DIVISION:** Education

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| --- | --- | --- | --- |
| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
| RELEVANT EXPERIENCE | Experience of working with children and teenagers | Experience with any of the following young people   * Severe learning disability /profound and multiple learning disabilities * Autism * Sensory impairment | Application/at interview |
| EDUCATION AND TRAINING | Good general level of education | Any childcare training | Application/at interview |
| SPECIAL KNOWLEDGE AND SKILLS | Knowledge and understanding of caring for children who are highly dependent  Practical skills including being able to help children with eating and personal care needs  Excellent interpersonal skills | A knowledge of how to engage children in break time activities, and how to support teachers in the classroom  An understanding of how disability affects children in their everyday living | Application/at interview |
| ANY ADDITIONAL FACTORS | Empathy with children and young people  Flexibility  Sense of humour  Determination to safeguard children  Must be available Monday to Friday lunch-times, during term time.  Caring nature | Able to work within a team | Application/at interview |

Job Description

|  |  |
| --- | --- |
| Duties and responsibilities | * Each Midday assistant will be allocated areas and children for whom (s)he will be responsible each day. * The main areas of work responsibility will be the dining areas and the playground or areas of the school used during the dinner break, including areas where the children wait or queue for their meal. * Maintain strategies in place in regard to challenging behaviour. * Act as a responsible caring adult with the health, safety, welfare of the students prioritised at all times in supporting the school’s responsibility for safeguarding children * Be aware of how to get access to the first aid equipment and of the fire evacuation procedures in the event of it not being possible to contact the Senior Midday Supervisor, Headteacher or Deputy Headteacher |
| Specific responsibilities may include: | * Liaise with the feeding and swallowing disorders (Dysphagia) specialist working in school. Supporting a wide range of youngsters, including those with sensory impairment or behaviour associated with autism, over the lunch time and in classes. * Supporting students to select and eat appropriate food as independently as they can with guidance from school staff * Assisting with student’s personal care needs. * Encouraging students to socialise appropriately at this time in the day through modelling consistent strategies as directed from class staff. * Ensuring the dining area is set up and clean when afternoon lessons begin. |
| Training | * Participate in appropriate school based meetings and training activities. * Review and develop own professional practice by attending relevant courses and provide feedback to colleagues |
| Safeguarding young people | Ensure all pupils return to their classroom at the end of lunchtime.  To respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils.  Contribute to the overall ethos, aims and work of the school.  To understand and comply with the school’s and local authority child Protection policy and guidelines.  Maintain confidentiality at all times and to observe Data Protection guidelines. |

For general school information please call 01614321931 to arrange to visit the school or see www.heaton.stockport.sch.uk