



HEARTS ACADEMY TRUST



# MIDDAY ASSISTANT PERSON SPECIFICATION

# HEARTS VALUES

## Redefining Possibilities

Our HEARTS values form the foundation of our culture of care, inclusion, mutual respect, and service to our communities which empowers all to flourish and make a difference.

H



### HAPPINESS

We promote **happiness** and good mental health & wellbeing by building relationships that have a strong, shared sense of purpose, where all are valued and belong. Our curriculum is rich in opportunities and experiences that ignite a love of learning.

E



### EQUITY

We are engines of social justice: we ensure everyone is treated with **equity** and help those who need it, overcoming barriers and battling against unfairness.

A



### ACHIEVEMENT

We facilitate and celebrate **achievement** within and beyond our schools, recognising the individuality of success, enabling all to fulfil their potential and prosper.

R



### RESILIENCE

We develop **resilience** through hard work and cultivating courage in the face of adversity. We foster independence of thought, a willingness to take risks, persevere and learn from mistakes, taking responsibility over our decisions.

T



### TRUTH

We model **truth**, integrity and authenticity: doing the *right* thing, because it is the right thing, even when it is difficult.

S



### SPIRITUALITY

We promote **spirituality** through empathy, reflection and appreciating diverse backgrounds and cultures. We endeavour to live life in all its fullness through a deepening sense of awe and curiosity, expanding connections with the wider world around us.

# MIDDAY ASSISTANT PERSON SPECIFICATION

## Working With Others

| Detail                | Examples   |
|-----------------------|--|
| Working with partners | Understand the role of others working in the school  |
| Relationships         | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work             | Ability to work effectively with other adults in the school  |
| Information           | Ability to provide timely and accurate information   |

## Qualifications & Experience

| Detail  | Examples   |
|---|--|
| Specific qualifications & experience          | Working with or caring for children  |
| Knowledge of relevant policies and procedures | General understanding of the operation of a school and Trust<br>Knowledge of First Aid |
| Literacy                                      | Basic reading and writing skills   |
| Numeracy                                      | Ability to count and undertake basic calculations                                      |
| ICT and Technology                            | Ability to use basic equipment e.g. photocopier, video                                 |

## Communication

| Detail      | Examples   |
|-------------|--|
| Written     | Ability to complete basic forms  |
| Verbal      | Ability to exchange routine verbal information clearly in English with children and adults |
| Languages   | Seek support to overcome communication barriers with children and adults                   |
| Negotiating | Consult with children and other adults   |

# JOB TITLE PERSON SPECIFICATION

## Working With Children

| Detail               | Examples  |
|----------------------|---|
| Behaviour Management | Understand and implement the school's behaviour management policy                       |
| SEND                 | Understand and support the differences in children and adults and respond appropriately |
| Curriculum           | Understanding of games and activities which support learning                            |
| Child Development    | Understanding of the way in which games and activities can help children develop        |
| Health & Wellbeing   | Understand the importance of physical and emotional wellbeing                           |

## Responsibilities

| Detail                | Examples  |
|-----------------------|---|
| Organisational skills | Good organisational skills  |
| Line Management       | N/A   |
| Time Management       | Ability to manage own time effectively                                |
| Creativity            | Ability to follow instructions, contributing ideas to improve systems |

## General

| Detail                          | Examples  |
|---------------------------------|---|
| Equalities                      | Demonstrate a commitment to equality                              |
| Health & Safety                 | Basic understanding of Health & Safety                            |
| Child Protection                | Understand and implement child protection procedures              |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD                             | Be prepared to develop and learn in the role                      |