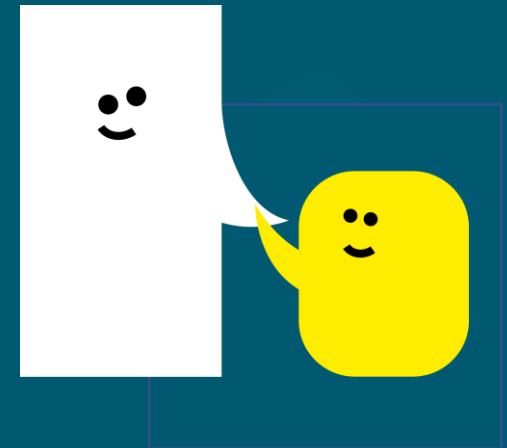


Assistant Waking Nights Childcare Officer

Recruitment Pack for Candidates
November 2024



A Speech and
Language UK school



About Meath



A Speech and
Language UK school

Meath, a Speech and Language UK School (www.meathschool.org.uk) based in Ottershaw, Surrey is a day and residential non-maintained primary special school for up to 75 pupils aged 4 to 11 years, where Speech and/or Language Disorder and associated difficulties is the primary need, including children with high functioning Autism.

Our most recent Ofsted report (2023) is highly positive about the work of the school and the progress which our children make. “Pupils are happy and safe, and they enjoy being in school. They comment that ‘everyone can have friends here’.”

“The values of ‘talk, learn, grow’ are at the heart of all that the school does. Every aspect of learning is centred around equipping pupils to become confident and independent communicators.”

“The harmonious collaboration between the therapy and education teams forms the core provision. Therapy programmes are seamlessly intertwined throughout all lessons, and every pupil benefits from this enrichment.”



A Speech and
Language UK school

About Speech and Language UK



At **Speech and Language UK**, we want every child to face the future with confidence. For 1.9 million children in the UK, learning to talk and understand words feel like an impossible hurdle. Without the right help, this can destroy their world. They feel disconnected from their family. Unable to make friends. Unfairly punished for not following instructions they don't understand. What does the future hold for them?

We must reach children earlier, to make sure every child has the skills to face the future. We design innovative tools and training for thousands of nursery staff and teachers. We give families the confidence and skills to help their child. And we put pressure on politicians to prioritise support for children. Too many children are left waiting to be understood. Help us bring speech and language skills into the spotlight so they can all flourish.

For more information about Speech and Language UK, its work and values go to or follow-us on Twitter @SpeechAndLangUK



Principal's Welcome

It is with great pleasure that I welcome you to share the experience we have at Meath. We are a school dedicated to ensuring every child learns to communicate, gets a positive learning experience and feels a sense of belonging and security to be themselves and flourish by overcoming their barrier to learning. Our school is emersed in the total communication approach, so whatever the communication need, there is a way to get past it.

We at Meath, take great pride in the work we do and the progress we see of individual children. We believe that we open doors and support children to be strong independent communicators and learners. We offer a way to ensure they are heard and can give their valued voice and opinion by whatever means.

We want to prepare children for the next stage of their education and give them the tools to independently access the learning and education which will provide them with greater life choices and experiences. We want every child to **TALK, LEARN,** and **GROW,** we want them to 'talk' through any means possible, learn and empower them to grow as independent citizens. Our collaborative and immersive environment allows children to be effective communicators and learn various means to have their voice heard. We work as a multi-disciplinary team to ensure the best expertise is shared and taught so that we drive progress forward and ensure we are providing the most evidence-based approach to our practice.

Majella Delaney
Principal

“Meath School has been amazing – we’ve got our little boy back! He’s made lots of friends, and he’s understanding so much more.”



The Role

Thank you for your interest in becoming our new Walking Night Childcare Officer at our Ofsted 'Outstanding' school in Surrey. We have been rated as outstanding for fourteen years and are part of the leading children's communications charity, Speech and Language UK. We are located between Woking and Chertsey in delightful grounds close to Runnymede which is an inspiring setting to work in. We are a multi-discipline team that includes Teachers, Learning Support Assistants, Speech and Language Therapists, and Occupational Therapists who all offer our pupils a fully integrated approach to our children's education, communication skills and overall health and well-being. The school also has an assessment centre, residential services and a Family Support Worker.

We are looking for a Residential Waking Night childcare officer to join our committed and friendly team on a permanent basis. You will encourage children to develop confidence, self-esteem and essential life skills. As part of our team, you will work hard to empower our young people, help them break through barriers and experience a range of varied opportunities and activities.



What we offer

Meath, a Speech and Language UK School is a fantastic place to work, with benefits including;

- Annual salary reviews
- Employee assistance programme providing a confidential helpline
- Supportive and paid sick leave, if needed
- 1 wellbeing day to be taken during term time each year
- A team of Mental Health First Aiders in school
- A supportive culture that aims to promote positive mental health and wellbeing of staff
- Life events celebrated
- Staff appreciation gestures throughout the year
- A friendly, passionate and enthusiastic team dedicated to getting the best outcomes for our young people
- Free optional flu jab in the Winter
- Contributory pension scheme
- Life assurance cover
- Enhanced maternity and paternity leave
- Free eye test
- Interest-free annual season ticket loan and bike loan
- Plenty of onsite parking
- Discounted staff lunches
- Access to hundreds of exclusive perks, discounts and wellness resources through Perkbox
- A comprehensive induction programme so you can hit the ground running
- Continued professional development and training opportunities, and regular professional support





Job Description

Job Title: Assistant Waking Night Childcare Officer

Working Pattern: Permanent, Part-Time (20 hours per week working Monday – Thursday 9.00pm – 7.00am) term time only, all school holidays paid

Annual Salary: Actual salary £12,337 - £12,842 (FTE £24,674 - £25,685) (inclusive of allowances)



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JOB DESCRIPTION

JOB TITLE:	Assistant Waking Night Childcare Officer
RESPONSIBLE TO:	Residential Services Manager/Deputy Residential Services Manager
ACCOUNTABLE TO:	Residential Services Manager /Headteacher

Job Summary

1. To work as part of a team in developing and maintaining the Residential Education Centre
2. To ensure the children who use the Residential Education Centre are supported to be safe and achieve a good night's sleep
3. To work with the residential team on any programmes in place for the children
4. To support development of programmes to provide the best outcomes for the children who use Residential Education

Principle Duties and Responsibilities

Pupil Related Activities

1. Adhere to national standards and guidelines relating to Professional Practice (Ofsted Minimum Standards in Residential Schools)
2. Be aware of and adhere to current legislation.
3. Follow the school's night duty policy and procedures
4. Follow individual children's Personal Development Plan and support with targets relating to overnight
5. Maintain regular checks overnight
6. Be responsible for supporting to administer eating and drinking skills programmes where needed
7. Be responsible for observing medication for pupils where needed under the training and direction of the senior managers
8. Support any children with toileting support needed during the night.
9. Support any children with sleeping plans that they have in place.
10. Disseminate skills, knowledge and experience through training and advice to other staff, about individual pupils.

Residential Department

1. Be responsible for up to 15 children per night
2. Iron and repair children's clothing.
3. Be responsible for any cleaning or tidying that needs doing over night
4. Prepare any resources that are needed.
5. Contribute to children's personal development plans
6. Ensure that identified areas are kept tidy.
7. Implement individual programmes.
8. Maintain a high standard of both physical and emotional care and help the pupils to achieve in their programme of life, social and emotional skills.
9. Be part of a multidisciplinary team with Teachers, Speech and Language Therapists, Occupational Therapists and Special Support Assistants and other Care Staff, taking part in the reviewing process
10. Be part of residential staff meetings.
11. Support to keep a record of night events.
12. Maintain good communication throughout the school
13. To make sure all relevant risk assessments are followed

School/Service

1. Attend and contribute to staff meetings and insets.
2. Contribute to developing and sustaining an appropriate communication environment within the school.
3. Contribute to whole school development plan.
4. Learn and encourage Signed Supported English within the residential department.

Organisation Wide

1. Contribute to local and organisational audit and quality measurements.
2. Contribute to the development of effective collaborative working practice.
3. To act as an ambassador for Speech and Language UK, supporting and communicating the vision and goals of the organisation.

Personal Development

1. Maintain an up-to-date knowledge of care standards and practice.
2. Develop and maintain knowledge and competency in working with pupils with Speech, Language and Communication needs.
3. Undertake relevant training and development, as required, including medical, behaviour management and child protection.
4. To maintain proficiency in Signed Supported English.
5. Participate and contribute to one's own performance appraisal and supervision sessions.

Additional Requirements

1. Refrain from acting in a manner that in any way endangers pupils, yourself, fellow employees or the public.
2. Ensure that all policies and procedures relating to the protection of children in Speech and Language UK's Services are followed at all times.
3. Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
4. Safeguard at all times confidentiality of information relating to children, staff and Speech and Language UK's work.
5. Refrain from smoking in any area of Speech and Language UK premises not designated as a smoking area.
6. Behave in a manner, which ensures the security of Speech and Language UK property and resources.
7. Abide by all relevant Speech and Language UK Policies and Procedures.

The list of duties and responsibilities is by no means exhaustive and the postholder may be required to undertake other relevant and appropriate duties as required.

The job description is subject to regular review and appropriate modification.

SPEECH AND LANGUAGE UK
Person Specification
Waking Night Childcare Officer

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Ability to attend training during the day 	<ul style="list-style-type: none"> • Diploma in Children, Young People and Families Practitioner or willingness to work towards • Child related qualifications • Speech and Language related qualifications
Experience	<ul style="list-style-type: none"> • Relevant experience of working with children 	<ul style="list-style-type: none"> • Experience of working with children with special educational needs • Experience of working with Children with Speech and Language Difficulties • Experience of working in a residential, multi-disciplinary setting • Experience of working waking nights
Skills and Knowledge	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Ability to write clearly and concisely • A willingness to learn Signed Supported English Signed Speech System • Ability to deliver residential education programmes with a minimum of supervision • Ability to work as a team member to continually improve the residential education centre • Ability to communicate effectively with pupils, colleagues, parents and outside agencies • Knowledge of the principles of Behaviour Management • Knowledge of the procedures for safeguarding and protecting children and young people • Knowledge of Health and Safety issues • Willing to participate in staff training and development opportunities 	<ul style="list-style-type: none"> • A qualification in child-care • An understanding of the legislation affecting children in residential establishments • An awareness of the impact of a Communication Disability on the lives of children and young people and their families • A First Aid Qualification • Positive Touch Training

	<ul style="list-style-type: none">• Flexible and adaptable attitude to work• Reliability• Ability to work effectively as part of a team and on own initiative• Commitment to safeguarding and child protection and promoting the welfare of children and young people	
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How to Apply

For an informal discussion about the role or school visits please contact Debbie Hanson at **01932 872 302** or email debbie.hanson@meathschool.org.uk for more information.

To find out more about Meath School and Speech and Language UK visit www.meathschool.org.uk and www.speechandlanguage.org.uk

To apply please complete the application form (application pack attached) and send this to School Business Manager at sbm@meathschool.org.uk

The deadline for applications is **9am on Monday, 16th December 2024** with interviews held later that week depending on candidates' availability.

Accessibility Support:

We are committed to ensuring that our recruitment process is accessible to everyone. If you require any adjustments or need to apply in a different format, please contact our People Team at hr@speechandlanguage.org.uk and we will be happy to assist you. We are a [Disability Confident Committed Employer](#).

Safeguarding

We are committed to safeguarding and promoting the welfare of children and we carry out safer recruitment principles, as well as appropriate vetting and verifications on all school staff.

In line with Keeping Children Safe in Education the successful candidate's employment is subject to an enhanced DBS and barred list check.

All shortlisted candidates will be subject to an online search covering content that is in the public domain.

A copy of our Safeguarding policy can be found here: [safeguarding policy](#)



meathschool.org.uk

Speechandlanguage.org.uk

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