



Hatton School & Special Needs Centre

Roding Lane South, Woodford Green, Essex, IG8 8EU

Tel: 020 8551 4131, e-mail: admin@hattonsspecialschool.co.uk, website: www.hattonsspecialschool.co.uk

Headteacher: Mr Chris Smaling

‘PROUD of the Hatton Way; LEARNING, GROWING, ACHIEVING TOGETHER’

JOB DESCRIPTION

Post : Midday Assistant

Salary Scale: Scale 1C (2-3) £4,178.55 actual salary

Hours: 7½ hours per week / 44.2 weeks per year (12.15 – 1.45 p.m.)

Reports to : Assistant Headteacher or Lunchtime Supervisor

Purpose of the job

- To ensure the security, safety, wellbeing and care of the pupils of the school and to promote their social, emotional and physical development during the lunchtime period.

Duties and Responsibilities

- To engage children in suitable activities when in the playground
- To support the school in healthy eating and positive play
- To support and encourage pupils whilst eating their meal
- Encourage independence skills of pupils
- Promote good behaviour in line with school policy.
- To ensure the safety and wellbeing of children
- To understand and support pupils with special educational needs
- Make sure everyone is supported and included
- General duties as required, e.g. cleaning spillages, being aware of potential hazards.
- Attend to pupils' personal needs. This could include toileting and other personal needs assistance.
- To deal with injuries or illness and report as necessary
- To work in a professional manner at all times being supportive and helpful to all pupils and other staff
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- To participate in training and other learning activities and performance development as required.
- To share our school value of being PROUD (Professional, Respectful, Organised, Understanding and Dedicated)
- Demonstrating commitment to the school community including through good attendance and punctuality

The above duties and responsibilities are not exclusive and you may be required to undertake further duties as may reasonably be expected within the grade and skills of the post holder.

Essential knowledge and skills	Desirable knowledge and skills
Skills and experience	
<ul style="list-style-type: none"> • Good interpersonal skills • Good listening skills • The ability to use initiative • The ability to follow instructions • Able to meet the physical demands of the role. • Able to deal with children’s basic health and hygiene needs including personal care <ul style="list-style-type: none"> • Ability to work positively and supportively with children who exhibit complex and difficult behaviours. • Experience of working within a team • Willing to undertake training where necessary 	<ul style="list-style-type: none"> • An understanding of children’s development and their need to become independent <p>An experience of working or volunteering with children with SEN An understanding of Health & Safety issues Ability to lead pupil in games and play</p>
Personal Qualities	
<ul style="list-style-type: none"> • Patient • Hardworking • Kind • Punctual & Reliable • Ability to manage behaviour in a calm and positive way 	<ul style="list-style-type: none"> • Ability and willingness to support other members of school staff • Ability to motivate others
Other criteria	
<p>An understanding of and commitment to Equality and Diversity An understanding of and commitment to Health and Safety A commitment to the safeguarding and welfare of all children and the ability to work within the school’s policy and procedures. Enhanced DBS check will be required for successful candidate.</p>	

