



Hatton Special School

Midday Assistant

Application pack

Job description

and

person specification

Welcome from the Headteacher

Thank you for your interest in the post of Specialist Complex Needs and Midday Assistant at Hatton Special School.

I joined the school in September 2023 and feel privileged to be working with such an amazing group of pupils and a friendly, committed and talented staff team.

We have 199 pupils on roll, most with a diagnosis of autism. They are grouped in 26 classes, two of which are co-located in mainstream schools, providing these pupils with inclusion opportunities. We have approximately 170 staff in our school. It is a large but friendly community; you will receive a warm welcome and quickly feel part of the Hatton family.

This is an exciting time to be joining our school as we are growing to provide much needed additional SEND place for Redbridge pupils. We are working with the local authority to design our new additional building at Park Avenue in Ilford, this will become our upper school site when the newly refurbished building opens in January 2026.

Midday assistants have an important role in school. You will be supporting pupils during their lunch break and playtime, two of their favourite parts of the day! You'll be supporting them with self-help skills during lunch and then encouraging them in their games and to play together.

This year we updated our school vision. We aim "to light the fire of curiosity and enquiry in the mind of every pupil". Hopefully this is a vision you can help us realise and the kind of school you would like to join.

We promise to invest in the induction and training of all new staff so that they can be successful. We have high standards and are aspirational, but we also realise our staff work best when they feel supported, their hard work is appreciated and workload is reasonable.

Our website will provide more information about our school, if you would like to visit us you would be very welcome to do that. Alternatively, if you are unable to visit but would like an informal conversation about our school that can also be arranged. Please telephone the school and ask for Meraph Kiflay, our HR Administrator, who will be happy to arrange this.

We are proud of our school, putting our pupils at the centre of all we do. Becoming a member of our team means you will join us in making a real difference in the lives of these very special young people.

I do hope you decide to apply, we look forward to learning more about you and what you could bring to our school as a member of the Hatton staff team.

Yours sincerely,



Chris Smaling

About Hatton Special School

Who we are: we are a community dedicated to making a difference in the lives of our pupils. Working with families and other professionals we do all we can to prepare our pupils for a successful future.

Our purpose is clear: to light the fire of curiosity and enquiry in the mind of every pupil.

About you: everyone at Hatton is a team player. Whatever role someone has in the school their work contributes to our pupil's success.

Our values: you will need to share our values: respect, learning, compassion, honesty, growth, responsibility and diversity.

What's in it for you: you will soon appreciate that your hard work and passion is making a real difference. It will not always be easy, but we think you'll always feel it's worth it.

About your role

Job Title Midday Assistant

Grade 1c £6,447.00- Actual pay

Hours Of Work 12:00-14:00 Monday – Friday
10 x 44.26 weeks (term-time only)

Start date June 2025

Reporting to Assistant Headteacher or Lunchtime Supervisor

Midday Assistants play a crucial role in Hatton Special School. You will support pupils during their lunch break and playtime, two of the most enjoyable parts of their day. Your responsibilities will include assisting students with self-help skills during lunch and encouraging them to engage in games and play cooperatively. Your presence will help ensure a positive and supportive atmosphere, fostering both social interaction and personal development tailored to each student's unique needs.

Job description

Main purpose

- 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 vision of lighting the fire of curiosity and enquiry in the mind of every pupil.
- 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.

Person specification

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 • 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 • An experience of working or volunteering with children with SEN • An understanding of Health & Safety issues • Ability to lead pupil in games and play
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</p> <p>An understanding of and commitment to Health and Safety</p> <p>A commitment to the safeguarding and welfare of all children and the ability to work within the school's policy and procedures.</p> <p>Enhanced DBS check will be required for successful candidate.</p>	



*'Lighting the fire of curiosity and enquiry
in the mind of every pupil.'*

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Roding lane South

Woodford Green

Essex IG8 8EU

 020 8551 4131

 Hattonspecialschool.co.uk