



# **Hatton**

## **Special School**

### **Specialist Complex Needs and Behaviour Support 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 Behaviour Support 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.

Behaviour support assistants work alongside pupils day to day as needs arise, as part of the wider school support network of specialist staff. They support class teams to plan interventions and support for pupils and support whole school initiatives through training, monitoring impact of interventions and by supporting our reporting to governors. The safety and wellbeing of pupils and staff is paramount, and we have a very positive health and safety culture and robust safeguarding processes. Your role in supporting the complex needs and behaviour of our pupils is an integral part of this culture.

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** Specialist Complex Needs and Behaviour Support Assistant

**Grade** LBR6 Actual Pay £27,591.31

**Hours Of Work** 08:30-16:00 Monday – Thursday 08:30-15:00 Friday

34 x 44.26 weeks (term-time only)

**Start date** June 2025

**Reporting to** Senior Leader with responsibility for Behaviour Support Team

As a Specialist Complex Needs and Behaviour Support Assistant, you will play a crucial role in supporting students with diverse behavioural needs. You will provide support to students, helping them manage their behaviour and engage with the curriculum. You will also assist in implementing behaviour management strategies and adapting resources to ensure students' full participation in lessons. You will support students with communication, social, and emotional challenges, providing guidance and encouragement to help them succeed. You will collaborate with teachers to monitor progress and adjust approaches as necessary, ensuring all students receive the support they need to thrive in their learning journey.

# Job description

## Main purpose

- To work as part of the Behaviour Support Team under the direction of the senior leader with responsibility for Behaviour Support Team.
- To support classroom staff across the school in the following areas:
  - day to day behaviour support and the implementation and monitoring of behaviour approaches and strategies
  - strategic support of individual children's behaviour
  - supporting multi-sensory approaches and learning
  - supporting the development of communication, structure and visuals
- To be part of multi-disciplinary meetings providing information for parents, school staff and other professionals

## Duties and responsibilities

- To actively respond to urgent and planned requests to support class-based colleagues in managing a pupil's behaviour. This could be through a range of interventions such as 1:1 direct work with a pupil, contributing to behaviour meetings, class team meetings, meetings with parents, training or modelling good practice to staff
- As a specialist complex needs and behaviour support assistant
  - Support class-based staff to establish and maintain 'Behaviour Support Plan' within the classroom as well as identifying areas for improvement
  - Support class staff by observing behaviour
  - Support class staff in carrying out a functional analysis of behaviour.
  - Support class staff by suggesting strategies to support positive behaviour; identifying, planning and prioritising next steps.
  - Support the effective and consistent implementation of 'The 5P approach' or equivalent
  - Support in training new staff in behaviour approaches
  - Support the senior leadership team in monitoring and reviewing behaviour approaches across the school and provide feedback to class staff
  - To support colleagues across the school by offering an opportunity to reflect on behaviour incidents that have occurred and feedback to the senior leadership team.
  - To support senior leaders in analysing trends in behaviour incidents and the use of the calm room to monitor behaviour management across the school and identify CPD needs.
- To work alongside class-based colleagues in supporting pupil's social interaction skills and sensory needs. This could be through 1:1 work with a pupil or modelling good practice to staff.
- To support class-based colleagues in developing the appropriate visual and physical structure and routine and how to implement strategies. This could be through short-term 1:1 work with a pupil or modelling good practice to staff.
- To provide general supervision and support pupils across the school ensuring their safety and access to learning.
- Liaise regularly with the senior leader with responsibility for Behaviour Support Team.
- To take part in staff development within the school and Behaviour Support Team.
- To support the senior leader with responsibility for the Behaviour Support Team in delivering a range of training sessions for all stakeholders.
- To carry out and report on the impact of interventions across the school by completing pre and post intervention assessments.
- To maintain ongoing records and reports to monitor and support interventions.
- To form and maintain appropriate relationships with personal boundaries with children, parents and colleagues.
- To understand and comply with the school's Equal Opportunities Policy.

- To be aware of and comply with all policies and procedures including child protection, health and safety and security, confidentiality and data protection.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals/agencies through establishing constructive relationships and communication.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To uphold our Values, Safety, Respect, Growth, Happiness and Community.
- To play your part in realising our school vision; To light the fire of curiosity and enquiry in the mind of every pupil.
- 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
Education and experience	
Good written and spoken English	Experience of working with pupils with ASC, language and communication needs
Experience of working in a mainstream and/or Special School environment.	Evidence of relevant professional development
Experience of working with individuals who have complex needs, including communication difficulties, challenging behaviours and sensory regulation difficulties	Experience of using strategies including: <ul style="list-style-type: none"> <li>• Positive handling approach</li> <li>• Communication approaches</li> <li>• Intensive interaction</li> <li>• Behaviour approaches</li> </ul>
Experience of recording clear, precise observations of children	Experience of contributing to children's records and annual reviews.
Ability to plan interventions for individuals or small groups	Ability to plan workload, organise effectively and meet deadlines
Ability to communicating with parents/ carers and other professionals	Training in behaviour support or de-escalation strategies or emotional regulation
Ability to work positively and supportively with children who exhibit complex and difficult behaviours.	IT Skills to include Word, Outlook, PowerPoint, Photographs and photocopiers
A broad and varied range of classroom and behaviour management techniques	.
A commitment to teamwork and collaborative working	
Willingness to support pupils' health and hygiene needs, including personal care	
Ability to provide support to children who exhibit complex and difficult behaviours	
Ability to share and disseminate knowledge with colleagues and parents / carers through discussion, modelling and reporting	
Personal qualities	
Excellent interpersonal skills, being diplomatic and sensitive in dealing with families, colleagues and other professionals.	Ability to motivate colleagues by example.
Ability to give and receive feedback in a sensitive and timely manner.	Ability and willingness to support other members of school staff

Ability to be well organised, self-motivated and a reliable, effective member of the team. Able to ask for help and support when needed	
An enthusiasm for involvement with pupils, staff, families, governors and the community	
Commitment to ongoing professional development	
<b>Other criteria</b>	
<p>Excellent punctuality and reliability</p> <p>An understanding of and commitment to Equality and Diversity</p> <p>An understanding of and commitment to Health and Safety</p> <p>An understanding and commitment to confidentiality and an awareness of data protection</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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 [Hattonspecialschool.co.uk](http://Hattonspecialschool.co.uk)