



Hatton School & Special Needs Centre

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

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

Headteacher: Mrs Adrienne Wright

'PROUD of the Hatton Way; LEARNING, GROWING, ACHIEVING TOGETHER'

JOB DESCRIPTION

Post : Midday Assistant

Salary Scale: Scale 1C (2-3) £10.90-11.10 per hour

Hours: 7½ hours per week / 44.2 weeks per year (12.00 – 1.30 p.m.)

Reports to : Deputy Headteacher or Lunchtime Supervisor

Purpose of the job

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

Duties and Responsibilities

- Supervision of pupils in the playground and other areas of the school.
- Encourage independence skills of pupils and assist in escorting pupils around the school environment.
- Promote good behaviour in line with school policy.
- To ensure the safety and well being of children, providing emotional support where necessary.
- Where appropriate, to collect pupils from classroom/dining hall ensuring that they are adequately dressed for weather conditions.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Engage in playtime activities with pupils.
- General ancillary duties as required, e.g. cleaning spillages.
- Attend to pupils' personal needs. This could include toileting and other personal needs assistance.
- Comply with policies and procedures relating to child protection, health and safety, hygiene and security, reporting all concerns to an appropriate person and completing appropriate Health & Safety forms.

- To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
- To take part in training appropriate to the job of midday supervisor.
- To undertake any other duties consistent with the purpose of the job.

