



## Job Description

Position	Individual Needs Assistant
Salary Scale	East Sussex Single Status, Grade 3, sp 7
Contract type	Fixed Term Contract
Responsible to	SENCO (Lead) / SENCo
Hours of work	Monday – Friday, 8.45am – 3.15pm – Term Time Only

**Main Functions:** To assist in promoting the learning and personal development of the pupil(s) to whom you are assigned, to enable them to make the best use of the educational opportunities available to them.

1. To aid pupils to learn as effectively as possible both in group situations and on their own by, for example:
  - a. Clarifying and explaining instructions
  - b. Ensuring the pupil is able to use equipment and materials provided
  - c. Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
  - d. Assisting in weaker areas, e.g. speech and language, reading, spelling, maths, handwriting/presentation etc
  - e. Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - f. Liaising with class teacher, SENCO and other professionals about Additional Needs Plans(ANPS) and Education Health Care Plans (EHCPs) contributing to the planning and delivery as appropriate
  - g. Providing additional nurture to individuals when requested by the class teacher or SENCO
  - h. Consistently and effectively implementing agreed behaviour management strategies and support SEMH
  - i. Helping to make appropriate resources to support the pupil
  - j. Ensuring EHCP Targets are worked towards and provision is in place to meet the targets.
2. To establish supportive relationships with the pupil(s) concerned
3. To promote the acceptance and inclusion of pupils with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
4. Monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
5. To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self reliance and self esteem.
6. To mark pupils' work under the direction of the class teacher
7. To support the pupil in developing social skills both in and out of the Classroom
8. To support the use of ICT in learning activities and with specific programmes to support learning. (For example – Clicker 6)



9. To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
10. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
11. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
12. Where appropriate, to know and apply positive handling techniques
13. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
14. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
15. To be aware of confidential issues linked to home/pupil/teacher/school
16. To contribute towards reviews of the pupil's progress as appropriate
17. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
18. To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
19. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc
20. To accompany teacher and pupils on educational visits
21. To provide individual support, as required, during examination sessions
22. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



## **Person Specification**

### **Knowledge**

- 1.1 A good standard of education particularly in English and Mathematics.
- 1.2 Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
- 1.3 Knowledge of SEN Code of Practice.
- 1.4 Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils

### **Experience**

- 2.1 Experience of supporting children in a classroom environment, including those with special educational needs.

### **Skills & Abilities**

- 3.1 Ability to use language and other communication skills that pupils can understand and relate to.
- 3.2 Ability to establish positive relationships with pupils and empathise with their needs.
- 3.3 Ability to demonstrate active listening skills.
- 3.4 Ability to consistently and effectively implement agreed behaviour management strategies.
- 3.5 Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task.
- 3.6 Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- 3.7 Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills.
- 3.8 Ability to assist in the recording of lessons and assessment as required by the teacher.
- 3.9 Ability to offer constructive feedback to pupils to reinforce self-esteem.
- 3.10 Ability to work effectively and supportively as a member of the school team.
- 3.11 Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.

### **Personal Qualities**

- 4.1 Willingness to participate in further training and developmental opportunities offered by the school and DCAT, to further knowledge.
- 4.2 Willingness to maintain confidentiality on all school matters.

### **Desirable Criteria**

- 5.1 NVQ Level 2 for Teaching Assistants or equivalent