

## JOB DESCRIPTION

Job Title	Individual Needs Assistant
Grade	Grade 3 Point 7
Responsible to	Head of School

### Job Purpose:

1. To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
  - Clarifying and explaining instructions
  - Ensuring the pupil(s) is able to use equipment and materials provided
  - 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
  - Overseeing the pupil's work in practical activities where safety is a consideration
  - Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc
  - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - Liaising with class teacher, SENCO and other professionals about additional needs plans and EHCPs, contributing to the planning as appropriate
  - Providing additional nurture to individuals when requested by the class teacher or SENCO
  - Consistently and effectively implementing agreed behaviour management strategies
  - Helping to make appropriate resources to support the pupil(s)
  - Meeting pupils' physical needs while encouraging independence e.g. help pupils to change for PE lessons or swimming, clean and reassure pupils after accidental soiling of clothes, help with mobility around the school
2. To establish supportive relationships with the pupil(s) concerned
3. To determine the intervention strategies to be used to manage the behaviour of pupils with behavioural or emotional difficulties with the teacher.
4. To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
5. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
6. To give positive encouragement, feedback and praise to reinforce and sustain the pupil(s) efforts and develop self reliance and self esteem.
7. To mark pupils' work under the direction of the class teacher
8. To support the pupil(s) in developing social skills both in and out of the classroom
9. To support the use of ICT in learning activities

10. 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
11. 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
12. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
13. To use the school's system for recording progress
14. Where appropriate, to know and apply positive handling techniques
15. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
16. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
17. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
18. To be aware of confidential issues linked to home/pupil/teacher/school
19. To contribute towards reviews of pupil(s)' progress as appropriate
20. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
21. To take part in training activities offered by the school to further knowledge (within employed hours)
22. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
23. To accompany teacher and pupils on educational visits
24. To provide individual support, as required, during examination sessions
25. To carry out the above duties in accordance with the Trust's Equal Opportunities Policy.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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### Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

### Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

### Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

## PERSON SPECIFICATION

Job Title: **Individual Needs Assistant**

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience	A good standard of education particularly in English and Mathematics	Experience of working in a range of settings or with more than one year group			Application/ Interview
Knowledge & Understanding	Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment				Application/ Interview
	Knowledge of SEN Code of Practice				Application/ Interview
	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				Application/ Interview
Skills & Abilities	Ability to use language and other communication skills that pupils can understand and relate to				Application/ Interview
	Ability to establish positive relationships with pupils and empathise with their needs				Application/ Interview

	Ability to demonstrate active listening skills				Application/ Interview
	Ability to consistently and effectively implement agreed behaviour management strategies				Application/ Interview
	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				Application/ Interview
	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				Application/ Interview
Personal Skills and Attributes	Willingness to participate in further training and developmental opportunities offered by the academy and county, to further knowledge				Application/ Interview
	Willingness to maintain confidentiality on all school matters				Application/ Interview

