EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Countywide
JOB TITLE:	Individual Needs Assistant
GRADE:	East Sussex Single Status 3
RESPONSIBLE TO:	Headteacher
MAIN PURPOSE OF THE JOB:	To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

KEY TASKS

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
- 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 individual education plans (IEPs), 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 and the county 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 Children's Services Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

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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Person Specification

Post Title: Individual Needs Assistant
Location: Countywide
Grade: Single Status 3

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	• Ability to use language and other communication skills that pupils can understand and relate to • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to establish positive relationships with pupils and empathise with their needs • Ability to demonstrate active listening skills • Ability to consistently and effectively implement agreed behaviour management strategies • 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 • Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills • Ability to assist in the recording of lessons and assessment as required by the teacher • Ability to offer constructive feedback to pupils to reinforce self-esteem • Ability to work effectively and supportively as a member of the school team • Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.		
Education & Qualifications	• NVQ3 in a child-related subject or equivalent • A good standard of education particularly in English and Mathematics	•	• Application /Interview

Knowledge	• Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment • Knowledge of SEN Code of Practice • 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
Experience	• Experience of supporting children in a classroom environment, including those with special educational needs • Experience of using Information Technology to support pupils in the classroom	• Experience of working in a range of settings or with more than one year group	• Application /Interview
Personal Attributes	• Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge • Willingness to maintain confidentiality on all school matters		• Application /Interview
Date (drawn up): November 2009 **Reference of Officer(s) drawing up person specifications: JM**			

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	☐
Moving & handling operations	☐
Occupational Driving	☐
Lone Working	☐
Working at height	☐
Shift / night work	☐
Working with hazardous substances	☐
Using power tools	☐
Exposure to noise and /or vibration	☐
Food handling	☐
Exposure to blood /body fluids	☐