EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Individual Needs Assistant

School: Westfield School

Grade: Single Status 3

Responsible to: Headteacher

Responsible for:

Purpose of the Role:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities. This will mean focussing on the needs of pupils, colleagues and parents/carers and being flexible in a busy pressurised environment.

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. Support pupils in achieving the best possible outcomesboth in group situations and on their own by;
   - Clarifying and explaining instructions
   - Motivating,encouraging, using praise and reassurance to help with learning tasks.
   - Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc
   - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate.
   - Responsible for the promotion of the wellbeing and safeguarding of pupils, including provision of personal care, medical intervention and moving and handling students as required
2. Establish effective relationships with the pupil(s), parents/carers and colleagues and work successfully as part of the team around the pupil.

3. Support pupils in developing interaction, communication, independence and inclusion both in and out of the Classroom.
4. 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.
5. Provide objective and accurate feedback and reports on pupil progress as required.
6. Prepare activities and resources in advance of the lesson and undertake practical tasks to maintain a good learning environment.
7. Carry out the above duties in accordance with all school policies. And maintain confidentiality at all times.
8. Commitment to own personal development including attending training activities offered by the school to further knowledge.
9. Carry out playground/break and lunch time supervision and support as required.
10. Escort and supervise pupils on educational visits and out of school activities, ensuring their learning, health, safety and well-being. Provide support in exams as required.

PERSON SPECIFICATION

Essential key skills, abilities, knowledge, experience, values and behaviours

- Ability to use language and other communication skills that pupils can understand and relate to
- Ability to establish effective relationships with pupils and empathise with their needs
- Able to converse at ease with customer and provide advice in accurate spoken English (customers including the team around the children)
- Ability to consistently and effectively implement agreed behaviour management strategies
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- 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
- 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 offer constructive feedback to pupils to reinforce self-esteem
- Ability to work effectively and supportively as a member of the school team
- Knowledge of the 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
- Experience of supporting children in a classroom environment, including those with special educational needs
- Experience of using a wide range of learning resources to support the best learning outcomes
- A good standard of written and spoken English
- A basic understanding of Mathematics

- A basic understanding of and use of IT, including the use of email
- Basic knowledge of safeguarding
- Commitment to own personal development including attending training activities offered by the school to further knowledge
- Commitment to maintain confidentiality on all school matters

Desirable key skills, abilities, knowledge, experience, values and behaviours

- Experience of working in a range of settings or with more than one year group
- NVQ3 in a child-related subject or equivalent
- NVQ level 2 in maths and English

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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 are 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.

Function	**Applicable to role**
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	Yes
Food handling	No
Exposure to blood /body fluids	Yes