



**JOB DESCRIPTION**

<b>Post title</b>	Individual Needs Assistant (Part-time, 2 or 3 days per week)
<b>Responsible to</b>	SENCO
<b>Salary</b>	Single Status Grade 3
<b>Main Purpose of the Job</b>	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.
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example: <ul style="list-style-type: none"> <li>• Clarifying and explaining instructions.</li> <li>• Ensuring the pupil(s) is able to use equipment and materials provided.</li> <li>• 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.</li> <li>• Assisting in weaker areas, eg speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc.</li> <li>• Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task.</li> <li>• Liaising with class teacher, SENCO and other professionals about targets and pupil passports, contributing to the planning as appropriate.</li> <li>• Providing additional nurture to individuals when requested by the class teacher or SENCO.</li> <li>• Consistently and effectively implementing agreed behaviour management strategies.</li> <li>• Helping to make appropriate resources to support the pupil(s).</li> <li>• Meeting pupils' physical needs while encouraging independence, eg. help pupils to change for PE lessons, clean and reassure pupils after accidental soiling of clothes, help with mobility around the school.</li> </ul> </li> <li>2. To establish supportive relationships with the pupil(s) concerned.</li> <li>3. To determine the intervention strategies to be used to manage the behaviour of pupils with behavioural or emotional difficulties with the teacher.</li> <li>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.</li> <li>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.</li> <li>6. To give positive encouragement, feedback and praise to reinforce and sustain the pupil(s) efforts and develop self-reliance and self-esteem.</li> <li>7. To mark pupils' work under the direction of the class teacher.</li> <li>8. To support the pupil(s) in developing social skills both in and out of the classroom.</li> <li>9. To support the use of ICT in learning activities.</li> </ol>

	<ol style="list-style-type: none"><li>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.</li><li>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.</li><li>12. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.</li><li>13. To use the school's system for recording progress.</li><li>14. Where appropriate, to know and apply positive handling techniques.</li><li>15. To prepare work and activities in advance of the lesson (within employed hours) eg operating AVA equipment as required, ie. Photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.</li><li>16. To know and apply school policies on Safeguarding, Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.</li><li>17. Where appropriate, to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.</li><li>18. To be aware of confidential issues linked to home/pupil/teacher/school.</li><li>19. To contribute towards reviews of pupil(s)' progress as appropriate.</li><li>20. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.</li><li>21. To take part in training activities offered by the school and the county to further knowledge (within employed hours).</li><li>22. To be willing to support playground/break time supervision eg educational games, homework clubs (within employed hours).</li><li>23. To accompany teacher and pupils on educational visits.</li><li>24. To provide individual support, as required, during examination sessions.</li><li>25. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.</li></ol>
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**This job description sets out the duties of the post at the time 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 themselves justify a reconsideration of the grading of the post.**

**St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.**