



Job Description

SCHOOL	Sedlescombe Church of England Primary School
POST	Individual Needs Assistant (INA)
SALARY SCALE	Single Status Grade 3 Point 7
CONTRACT TYPE	Fixed-Term
WORK HOURS	31.25 (TERM TIME ONLY) Monday to Friday 8:45 am to 3:30 pm
PURPOSE OF ROLE	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.
RESPONSIBLE TO	Inclusion Leader and Class Teacher

KEY TASKS

1. To aid pupils to learn as effectively as possible both in group situations and on their own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Motivating and encouraging the pupil 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, Inclusion Leader and other professionals about Additional Needs Plans (ANPs), the Education, Health Care Plan (EHCP) and contributing to the planning as appropriate
 - Providing additional nurture to individuals when requested by the class teacher or Inclusion Leader
 - Consistently and effectively implementing agreed behaviour management strategies and support the child's social, emotional and mental health (SEMH)
 - Helping to make appropriate resources to support the pupil
 - Ensuring EHCP targets are worked towards and provision is in place to meet the targets
 - 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 promote the acceptance and inclusion of the pupils with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
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. 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(s) 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 e.g. Clicker 7
9. To provide regular feedback on the pupil's learning and behaviour to the teacher/Inclusion Leader, 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. To use the school's system for recording and capturing progress e.g. Tapestry
13. Where appropriate, to know and apply positive handling techniques
14. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
15. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
16. To be aware of confidential issues linked to home/pupil/teacher/school
17. To contribute towards reviews of the pupil's progress as appropriate
18. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
19. To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
20. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc

21. To accompany teacher and pupils on educational visits

22. To carry out the above duties in accordance with the Education Departments' 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.

Signed: _____

Date: _____