

**Job Description**

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| **SCHOOL** | **West St Leonards Primary Academy** |
| **POST** | **Individual Needs Assistant (INA)** |
| **PAY RANGE** | **Single Status Grade 3 Point 7 £18,562 (£13,517 pro rata)** |
| **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. |

**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, Inclusion Leader and other professionals about Education Health Care Plans (EHCPs), 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
   * Helping to make appropriate resources to support the pupil(s)
   * Meeting pupils’ physical needs while encouraging independence e.g. personal care, feeding and 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/D, encouraging pupils to interact with each other in an appropriate and acceptable manner, 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
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 progress
13. Where appropriate, to know and apply positive handling techniques
14. 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.
15. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
16. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
17. To be aware of confidential issues linked to home/pupil/teacher/school
18. To contribute towards reviews of pupil(s)’ progress as appropriate
19. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
20. To take part in training activities offered by the school to further knowledge (within employed hours)
21. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
22. To accompany teacher and pupils on educational visits
23. To provide individual support, as required, during examination sessions
24. To carry out the above duties in accordance with the Children’s Services

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.