



**Grade** 5

**Conditions of Service** Individual Needs Assistant full time, fixed term contract attached to a named child. The contract will last for the duration that the identified child is at our Academy. The hours required are Monday to Friday, 26 hrs per week, to include additional hours payable to recognize the time needed to plan individually for the child's learning. Core hours are 8.50am to 2.50pm

**Relationships** Accountable to the Additional Needs Leader/SENCO

### **Overall purpose of the job**

This role will involve working with a named child with challenging needs and include planning for the child's individualized learning programme. This position will be for a fixed term for the duration that the identified child/children is on roll at our Academy.

### **Tasks and Accountabilities**

While supporting a/or group of pupil/s

- To plan an individual learning plan in order to enable the identified child to meet their targets and learning objectives.
- To work with the identified child on their individual learning plan in order to meet their targets and learning objectives.
- To support the identified child in accessing the curriculum.
- To support the identified child when on the carpet with the other children to enable him to access the work being taught.
- To support the identified child in developing his social skills by providing support during playtimes/lunchtimes and by undertaking social skills tasks.
- To support the identified child in a range of different situations/areas of learning both inside and outside the classroom, under the direction of the teacher.
- To establish productive relationships with the child, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To provide feedback to the child in relation to progress, achievement and behaviour.
- To use specialist skills, training/experience to support the identified child.
- To attend training opportunities as requested.
- To support the identified child with their personal care.
- To carry out any additional tasks as directed by the Additional Needs Leader or Class Teacher.

### **Support for teachers**

- To use strategies in liaison with the teacher, to enable pupils to achieve their learning goals.
- To provide objective and accurate feedback and report as required to the teacher on pupil achievement, progress and other matters ensuring the availability of appropriate evidence.

- To contribute towards assessments of the identified child's learning and social skills in line with materials such as Development Matters, Portage Checklist, B Squared and targets on their Individual learning Plans.
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidences in line with the school's established policy and encourage pupils to take responsibility for their own behaviour.
- To establish constructive relationships with parents/carers.
- To implement agreed learning activities/teaching programmes with the identified child.
- To provide clerical/admin support where required to support the identified child e.g. photocopying, typing, filing, down loading information/photos etc.
- To carry out any additional tasks as directed by the Additional Needs Leader or Class Teacher.

### **Support for the curriculum**

- To undertake structured and agreed learning activities, adjusting activities according to pupil response.
- To undertake programmes linked to local and national learning programmes e.g. EYFS curriculum, literacy/phonics and mathematics programmes, recording achievement and reporting back to the teacher.
- To support the use of IT in learning activities and develop pupils competence and independence in its use.
- To prepare, maintain and use equipment/resources required, to meet the learning activity and assist pupils in their use.
- To carry out any additional tasks as directed by the Additional Needs Leader or Class Teacher.

### **Support for the school**

- To be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To be aware of and celebrate difference, ensuring all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To recognise own strengths and areas of expertise and use this to advise and support others.
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.
- To attend and participate in relevant meetings/training sessions.
- To supervise pupil on visits, trips and out of school activities as required.
- To supervise identified children during lunchtimes, supporting play development, social skills and behaviour.
- To supervise other children during wet playtimes or with a teacher on the playground as required.
- To carry out any additional tasks as directed by the Additional Needs Leader or Class Teacher.

### **Other duties**

Any other duties as may reasonably be required from time to time, commensurate with grade/level of responsibility of the post. It should be noted that at the request of the Additional Needs Leader or Head of School the individual can be requested to work with other children, particularly if they have an EHC, without a review of this job description.

### **Explanatory notes**

This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the appraisal cycle and at any other time on request.