



CHRIST CHURCH CE PRIMARY & NURSERY ACADEMY

Job Description

JOB TITLE	Individual Needs Assistant
GRADE	Single Status Grade 3
RESPONSIBLE TO	The Senior Leadership Team
MAIN PURPOSE OF THE JOB	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.

Main Functions

- 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 pupils are able to use equipment and materials provided.
 - Motivating and encouraging the pupils 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 pupils to concentrate and stay on task.
 - Liaising with class teacher, SENDCO and other professionals about Additional Needs Plans, contributing to the planning as appropriate.
 - Providing additional nurture to individuals when requested by the class teacher or SENDCO.
 - Consistently and effectively implementing agreed behaviour management strategies.
 - Helping to make appropriate resources to support pupils.
 - Meeting pupils' physical needs while encouraging independence e.g. helping pupils to change for PE lessons or swimming, assisting with cleaning and reassuring pupils after accidental soiling of clothes, help with mobility around the academy.
- 2 To establish supportive relationships with the pupils concerned.

- 3 To help 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 pupils with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- 5 Monitor 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.
- 6 To give positive encouragement, feedback and praise to reinforce and sustain pupils efforts and develop self reliance and self esteem.
- 7 To mark pupils' work under the direction of the class teacher.
- 8 To support pupils in developing social skills both in and out of the Classroom.
- 9 To support the use of ICT in learning activities
- 10 To provide regular feedback on pupils' learning and behaviour to the teacher/SENDCO, including feedback on the effectiveness of the behaviour strategies adopted.
- 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.
- 12 When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
- 13 To use the academy's system for recording progress.
- 14 Where appropriate, to know and apply positive handling techniques.
- 15 To prepare work and activities in advance of the lesson (within employed hours) e.g. operating equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
- 16 To know and apply academy policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
- 17 Where appropriate foster links between home and the academy, and to keep the academy informed of relevant information.

- 18 To be aware of confidential issues linked to home/pupil/teacher/academy.
 - 19 To contribute towards reviews of pupils' progress as appropriate.
 - 20 To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
 - 21 To take part in training activities offered by the academy and the Academy Trust to further knowledge (within employed hours).
 - 22 To be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours).
 - 23 To accompany the teacher and pupils on educational visits.
 - 24 To provide individual support, as required, during examination sessions.
 - 25 To carry out the above duties in accordance with Equal Opportunities Policy.
 - 26 To play a full part in the life of the academy and its community, to support its mission statement "Learning to live together, together living to learn" and Christian ethos. To be a role model to staff and pupils.
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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the academy as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.