

## **St. Luke's Primary School**

### **JOB DESCRIPTION**

Job Title: Individual Needs Assistant

Reports to: Special Needs Coordinator/Head Teacher

Department: Children, Schools and Families

Section: Schools

#### **Purpose of the Job**

To support the learning and well-being of a child/children with learning difficulties ensuring their safety and the safety of those around them

#### **Principal Accountabilities**

To fully support all safeguarding procedures

To support academic, social and emotional learning

To support the inclusion of the child(ren) in the day to day life of the school

To follow the teacher's plans whilst being ready to adapt them appropriately in line with the child(ren)'s level of understanding and engagement

To run planned programmes of support

To assess the progress of the child in line with the school's agreed policies

To work closely with the parent/carer and other agencies to ensure appropriate provision

To communicate effectively with all those who have a role in the child(ren)'s learning and welfare

To attend review meetings

To support in the production of reports for outside agencies

To support on visits/trips

To undertake training and other learning activities and performance development as required.

To undertake other reasonable duties as may be required within the school.

## **St. Luke's Primary School**

### **Person Specification**

#### **Individual Needs Assistant**

#### **Preferred Experience**

Work with children with learning difficulties

#### **Preferred knowledge**

An understanding of:

- safeguarding
- how best to support children with learning difficulties
- of attachment theory
- the National Curriculum at Key Stage 1/2
- how to support the learning of basic literacy and numeracy skills

#### **Preferred skills and attitudes**

The ability to:

- work well in a team
- work sensitively with parents and outside agencies
- support learning and boost self-esteem
- show patience and understanding
- work effectively alongside the classteacher
- support planning and assessment
- show initiative