

# JOB DESCRIPTION

JOB TITLE: Individual Needs Assistant (Level B)

REPORTS TO: SENDCO/INCO / Headteacher

DEPARTMENT: Children, Schools & Families

SECTION: St Peter's Community Primary School

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**Please note:** This Job Description has been adapted from a National Generic Job Description for a Teaching Assistant Grade B Role, and describes the level of responsibility that you will be required to undertake. Within this role, you will be required to carry out the majority of tasks listed, and your line manager will advise you of those that are not applicable.

## 1. PURPOSE OF JOB

To work under the instruction and guidance of teaching & senior staff to undertake work / care / support programmes, to enable access to learning for pupils with special educational needs and disabilities, and to assist the teacher in the management of these pupils. Work may be carried out on a one-to-one or small group basis, in the classroom or outside the main teaching area.

## 2. PRINCIPAL ACCOUNTABILITIES

### Support for the Pupils

- Supervise and provide particular support for a specific pupil or group of pupils with special educational needs and disabilities, ensuring their safety and access to learning activities, and the safety of those around him / her.
- Assist with the development and implementation of Individual Education and Health Care Plans / Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to their individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement, under guidance of the teacher

### Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, INCO and other agency professionals, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement / progress as directed
- Provide detailed and regular feedback to teachers, INCO and relevant professionals on pupils' achievement, progress, problems etc
- Promote good behaviour, dealing promptly with conflict and incidents in line with established school policy, and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships and work closely with parents / carers

- Administer routine tests and assessments
- Provide clerical / admin support, e.g. photocopying, word-processing, filing, administer coursework, preparation of resources etc

### **Support for the Curriculum**

- Undertake structured and agreed learning activities / teaching programmes in and out of the classroom, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment / resources required to meet the lesson plans and assist pupils in their use (eg copiers, cameras etc)

### **Support for the School**

- Be aware of and comply with policies and procedures relating to behaviour, safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Ensure pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## PERSON SPECIFICATION:

### Criteria

### Essential Criteria

#### **Job Related Education, Qualifications and Knowledge**

- A good standard of education (eg. NVQ Level 2 or equivalent qualifications) or relevant experience.
- Experience of education at a primary school level
- Understanding of learning processes and possible barriers to learning.
- First Aid training, or willingness to undertake appropriate First Aid training, as necessary.

#### **Experience**

- Some experience of working with or supporting children of primary school age, and / or their families, ideally including support for children with special educational needs and disabilities.
- Experience of working with children with Social Emotional Mental Health needs is essential.
- Experience of working with pupils to support their learning.
- A commitment to inclusion for all pupils.
- An understanding of Attachment, the Secure Base model, Emotion Coaching and Just Right would be advantageous.

#### **Skills & Abilities**

- Ability to communicate and engage effectively with a range of people: eg children and families/carers, teaching staff, senior management within the school and professionals from other agencies.
- Ability to demonstrate and promote positive values and behaviour, in line with the school's behaviour policy.
- Proven ability to work with and support pupils with challenging behaviour.
- Ability to work with class teacher to identify potential barriers to learning and help children to overcome these barriers, including giving feedback on children's learning and progress.
- Ability to work as part of a team but also independently, manage own time well, possess good organisational skills and display excellent initiative.
- Ability to react quickly and calmly and solve problems, in line with school policies and procedures, and in liaison with class teachers and other school staff.
- Able to prepare simple written records, and keep accurate, up-to-date records, using information technology.
- Competent use of information technology to support children's learning.
- To be willing to participate in meetings related to pupils' and families' needs, together with school staff and outside professionals.
- Have an understanding of issues to do with child protection and safeguarding.

#### **Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

#### **Other Requirements**

- Prepared to undertake training relevant to the requirements of the job.
- Demonstrate a commitment to continuing professional development.



## SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.