



**Brighton & Hove**

## **JOB DESCRIPTION**

**JOB TITLE:** Individual Needs – General - Level A

**SECTION:** Schools

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***Please note; this is a National Generic Job Description. It 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 the tasks listed, and your line manager will advise you of those that are not applicable.***

### **I. PURPOSE OF JOB**

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom

### **2. PRINCIPAL ACCOUNTABILITIES**

#### **Support for the Pupils**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

#### **Support for the Teacher**

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work
- Be aware of pupil problems / progress / achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather / report information from / to parents / carers as directed
- Provide clerical / admin support, e.g. photocopying, typing, filing, collecting, money etc

### **Support for the Curriculum**

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all 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 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

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

## BRIGHTON & HOVE CITY COUNCIL

### PERSON SPECIFICATION

POST TITLE: Individual Needs – Level A - Medical

DEPARTMENT: CHILDREN, FAMILIES AND SCHOOLS

ESTABLISHMENT: HANGLETON INFANT SCHOOL

<b>Criteria</b>	<b>Essential Criteria</b>
Job Related Knowledge, Experience and Qualifications	<ul style="list-style-type: none"><li>• Experience of working with children or caring for EYFS / KS1 children within the school / education situation (this can be voluntary)</li></ul>
	<b>Desirable Criteria</b>
Skills and Abilities	<ul style="list-style-type: none"><li>• Ability to work to time constraints</li><li>• Knowledge of the school's first aid procedures</li><li>• Ability to use own initiative</li><li>• Ability to support colleagues and contribute positively to team building and working together</li><li>• Ability to listen and to communicate effectively with children</li><li>• Ability to respond and act quickly to varying situations in a calm manner</li><li>• Experience of working with children with complex needs (learning/medical)</li></ul>
Other Requirements	<u>Personal Qualities</u> <ul style="list-style-type: none"><li>• Good Interpersonal skills</li><li>• Patient/Calm</li><li>• Firm but fair attitude</li><li>• Flexible</li></ul>