**Aldrington CE Primary School**

 **JOB DESCRIPTION**

|  |  |
| --- | --- |
| Job Title: | Individual Needs Assistant (INA)  |
| Reports to:  | Inclusion Lead/SENDCo |
| **Aldrington vision and values:** |
| **Governors and all staff work together at Aldrington with the same vision:** *Together we are Learning God’s Way, teaching children how they should live, so that they will remember it all their lives. We actively seek to equip each unique individual with resilience and the skills and knowledge that allow them to flourish in their learning and achieve their God-given potential.* Our six values of love, integrity, responsibility, achievement, community and respect underpin all we do. |
| **Main purpose of the job:** |
| To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.To be responsible for the supervision and to ensure the safety of pupils in all areas inside or outside the school building throughout the midday break as a member of the midday supervisory team. |
| **Professional responsibilities:** |
| **Teaching Assistant role***Support for the Pupils:** Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
* Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes
* Attend to the pupils’ personal needs, and implement related personal programmes, including social, health and medical, physical, hygiene, first aid and welfare matters. Promote good heath practices including handwashing.
* Establish constructive relationships with pupils and interact with them according 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
* Set challenging and demanding expectations and promote self-esteem and independence
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
* Supervise children at lunchtime as agreed ensuring their safety and having knowledge of individual pupils’ special needs and requirements.
* Assist children when and where necessary in the dining hall, to ensure that they eat well and tidy away appropriately, reporting any concerns to line manager/class 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, 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 on pupils' achievement, progress, problems etc.
* Promote good behaviour in the classroom, playground and dining hall, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Establish constructive relationships with parents / carers
* Administer routine assessments and undertake routine marking of pupils' work
* Provide clerical / admin support, e.g. photocopying, typing, filing etc.

*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 pupils have equal access to opportunities to learn and develop, upholding the Council’s policies for anti-discriminatory practice and equality of opportunity.
* 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
 |

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.

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.

 **PERSON SPECIFICATION – Individual Needs Assistant – General – Level B**

|  |  |  |
| --- | --- | --- |
|  | **Essential criteria** | **Desirable criteria** |
| **Job related education, knowledge and qualifications** | * Completion of DfES Teacher Assistant Induction Programme
* NVQ 2 for Teaching Assistants or equivalent qualification or experience
* Understanding of relevant policies / codes of practice and awareness of relevant legislation
* General understanding of national / foundation stage curriculum and other basic learning programmes / strategies
* Basic understanding of child development and learning
* Training in the relevant learning strategies e.g. literacy
* Makaton training
 | * First aid training
 |
| **Experience** | * Experience of working with or caring for children of relevant age
* Experience in the effective use of ICT to support learning
* Experience of working with children with special educational needs and disabilities (e.g. Developmental delay, Speech and Language needs), including willingness to meet medical and personal hygiene needs
* Experience of delivering individual programmes in speech and language following guidance of Speech and Language Therapists
 | * Experience of working with children with medical needs
 |
| **Skills and Abilities** | * Good numeracy / literacy skills
* Ability to listen and to communicate effectively with children
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
* Ability to respond and act quickly to varying situations in a calm manner
* Ability to use Makaton with children with SEND
 |  |
| **Personal Qualities** | * Committed
* Good Interpersonal skills
* Patient and calm
* Firm but fair attitude
* Flexible
* Able to use own initiative
 |  |
| **Equalities** | * 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.
 |  |