



West Blatchington Primary & Nursery School

Hangleton Way

Hove

BN3 8BN

Tel: 01273 770777

www.westblatchingtonprimary.co.uk

Email: head@wblatch.brighton-hove.sch.uk

Headteacher: Ms Rachel Simmonds

July 2019

Dear Candidate,

RE: Individual Needs Assistant (Grade B) – Temporary Role (linked to pupil) – 20hrs

Thank you for enquiring about this vacancy.

I have pleasure in enclosing further information about the vacancy.

We will be conducting tours should you wish to visit the school. Please call the school on 01273 770777 or email admin@wblatch.brighton-hove.sch.uk to book on a place on a tour.

In order to have a greater opportunity of being short-listed, please ensure that you read the important information overleaf before completing the application form.

Our school is committed to inclusion as well as the safeguarding and promoting the welfare of children and young people. The school expects all staff to share this commitment.

Please note that all appointments are subject to an enhanced DBS (Disclosure & Barring Service) check.

I look forward to receiving your application and please do not hesitate to contact us if you require any further information.

Yours faithfully,

Carly Regan
Business Manager





IMPORTANT INFORMATION

Your application is important to us and we want to make our recruitment process as easy and fair as possible. Please take a few minutes to read the following notes and, if there is any other assistance we can provide, please do not hesitate to contact us.

- Shortlisting for interview will be based solely on the information you provide on the application form. **Please include evidence of how you meet each of the criteria set out in the Person Specification.** Please do not include a CV as these will be disregarded.
- Should you need to use supplementary sheets, please make sure that these are clearly marked with both your name and the post for which you are applying.
- The recruitment monitoring form, which is enclosed with the application form, is used for monitoring purposes only and is **not** part of the shortlisting process.
- Please ensure that we receive your application by the Closing Date shown in the advert as any late applications will be disregarded.
- If you return your application by post please ensure that you use the correct postage rate.
- All applicants shortlisted for Interview will be contacted as soon as possible. If you are not invited to Interview and would like feedback please contact us and we will arrange for the Recruiting Manager to ring you.
- We are unable to acknowledge receipt of application forms or let candidates know that they have not been selected for Interview. Therefore, if you have not heard from us within two weeks of the Closing Date, you must assume your application has been unsuccessful.
- We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to Enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references.

We have enclosed further guidance with the application form. Please read this before completing the form.



JOB DESCRIPTION

JOB TITLE: Individual needs assistant (INA) Level B to support pupil with social, emotional and mental health 8:30 – 12:40

SECTION: West Blatchington Primary & Nursery School

1. PURPOSE OF JOB

To work under the instruction / guidance of teaching / senior staff/outreach services to undertake work / care / support programmes, to enable access to learning for a pupil with social, emotional and mental health needs. Work may be carried out in the classroom, small groups or 1:1 as determined by the child's needs and may require you to work across Key Stages.

The purpose of this role is to be primarily responsible for the supervision of the pupil, and also includes ensuring the safety of pupils in all areas inside or outside the school building throughout the midday break.

2. PRINCIPAL ACCOUNTABILITIES

Support for the Pupils

- Supervise and provide particular support for a pupil who has special educational needs and/or disabilities, ensuring their safety and access to learning and social activities.
- Assist with the development and implementation of Provision Maps, Behaviour Support Plans and Health Care plans for the individual pupil.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils and encourage pupils to positively interact with one another.
- Implement and adapt differentiated planning to ensure the pupil can access the learning appropriately.
- Provide a 'Meet and Greet' for an individual pupil, as directed by the INCo.
- Use strategies, in liaison with the teacher and outside agencies, to support the pupil to achieve learning targets.
- 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.
- Provide differentiated support to the pupil during all parts of the lesson, as necessary, to ensure the pupil can access learning and make good progress.
- Attend to injured or sick pupils as appropriate, including clearing up in accordance with the school's first aid procedures.
- Supervise pupils utilising toilet facilities as appropriate.

Support for learning

- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work.
- Monitor the pupil during learning activities and adapt and intervene accordingly in order to maximise progress.
- Keep detailed records of the pupil's progress and next steps to assist with the planning of learning activities for the individual pupil.
- Provide detailed and regular feedback to teachers on the pupil's achievement, progress, and wellbeing.
- Promote good behaviour, 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 and ensure parents/carers have regular feedback.
- Administer routine assessments and undertake routine marking of pupils' work.
- Provide admin support as necessary.

Support for the Curriculum

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to the pupil's responses
- Undertake school initiatives e.g. Talk for Writing, Early Years, recording achievement and progress and feeding back to the teacher.
- Differentiate according to the needs of the individual pupil
- 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/relevant learning activity and assist pupils in their use.

Mid-day Supervisory Role (MSA) – where applicable

- Supervise pupil/s at lunchtime and ensure their safety.
- Actively promote positive behaviour in the playground by ensuring the zoned areas are utilised properly and intervening to encourage positive play activities.
- Ensure that all playground equipment is available to pupil/s and is used in a safe and appropriate manner, and packed away safely.

Support for the School

- Be aware of and comply with all school policies and procedures; including safeguarding, Health, and Safety, confidentiality, data protection and Whistle blowing, 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.
- Model professionalism towards all staff, pupils and families at all times.
- Appreciate and support the role of other professionals and follow advice from outside agencies.
- Attend and participate in relevant meetings as required.
- Take an active role in your professional development and actively engage in the appraisal process.
- 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/individual pupil 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 – INA Level B

A: Commitment to Vision	1. Model and shares the school's vision and ethos.
B: Experience	2. Current or recent experience of working or supporting pupils across the primary phase. 3. Recent/relevant successful experience of working with pupils with complex needs
C: Qualifications	4. Holds or working towards Teaching Development Agency (TDA) TA Induction Programme qualification, NVQ level 2 or 3 in Childcare and Education or equivalent qualification or experience. 5. Strong, proven Numeracy/Literacy skills. (GCSE English and Maths A-C or equivalent DESIRABLE). 6. Training in relevant learning strategies. 7. First aid training. DESIRABLE.
D: Teaching & Learning	8. Provide high quality teaching and learning support to meet the needs of an individual pupil across the primary phases.
E: Skills	9. Has excellent communication skills (including written, oral and presentation). 10. Ability to use own initiative and work as a member of the wider school team. 11. Competent in ICT.
F: Knowledge	12. Has a strong knowledge of the Early Years curriculum, National Curriculum and the expectations of good quality primary provision. 13. Understanding of the principles of child development and learning. 14. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation, including the safeguarding of pupils and young carers.
G: Personal Attributes	15. Ability to relate well to pupils, staff and parents/carers. 16. Able to deal sensitively with people and achieve positive outcomes. 17. Ability to self-evaluate learning needs and actively seek learning opportunities. 18 Approachable and honest; has presence and is highly visible to pupils, parents/carers and the wider community. 19. Reliable and resilient to ensure consistent learning support to individuals, groups, and in class. 20. Ability to demonstrate flexibility in relation to assigned roles. 21. Be able to work calmly in pressured situations.
H: Specifics for role	22. Successful experience of working with pupils with complex needs 23. Provide consistency in embedding strategies, following BSP and outreach advise around strategies 24. Ability to implement an individualised timetable to ensure pupils needs are met through targeted support. 25. Ability to differentiate the teacher's planning in order to meet the needs of the pupil.

	<p>26. Experience of liaison with external agencies, and to take the initiative in managing the provision as advised by outreach services/SENCo.</p> <p>27. Liaise with the class teacher to identify appropriate strategies, and ensure the teacher/key staff remain informed of progress and difficulties.</p>
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Individual Needs Assistant (morning) **Vacancy**

Hours: 20 hours per week – 08:30-12.40 (with a 10 minute unpaid morning break)
Days: Monday to Friday term time
Weeks: 46.2 paid weeks per year
Contract: Temporary (linked to pupil and High Needs Funding)
Salary: LG Level 5-6 (equivalent to Grade B under NJC - £9,026 - £9,206 per annum)
Start Date: Sept 2019

We are seeking to appoint an experienced, enthusiastic and highly motivated Individual Needs Assistant to join our team.

This post involves working with a Year 5 pupil with social, emotional and mental health needs. You will need to be able to build good relationships with parents and outside agencies. The ideal candidate will be resilient, able to work flexibly and be confident in using their initiative.

Prior experience of working with children with additional needs is essential. We will be providing opportunities for perspective candidates to visit the school on 5th, 6th and 9th September.

Closing Date: 12:00 Friday 13th September 2019
Interview Date: Tuesday 17th September 2019



You will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.