



'Exploring and Learning Together, Inspiring Each Other'

13th September 2019

Dear Candidate

Re: Individual Needs Assistant & MDSA

Thank you for your interest in our vacancy for an Individual Needs Assistant/MDSA. I have pleasure in sending you an application form, further information about the vacancy, and what it's like working in our school.

For those prospective candidates who live outside the area, Stanford Infants is on the Brighton/Hove border in the creative Prestonville area where many of the Open Houses for the Brighton Festival are located. Stanford Infants is a popular school, which serves a community of enthusiastic children and their supportive families. We have a very good reputation for the arts and our families play a big part in the creative energy of the school and are always very enthusiastic about special events and visits.

The school is happy and successful. We are keen to appoint an enthusiastic, innovative, outstanding Individual Needs Assistant/MDSA to join our team. We are a lively, friendly team who enjoy each other's company - we work very hard but also have a commitment to work life balance.

I hope you find the pack useful; please contact us if you need any further information. We welcome visits, so do ring for an appointment. For further information about our school you may wish to view our Ofsted (February 2007) Report – there is a link on our website www.stanfordinfants.co.uk.

The closing date for applications is Thursday 26th September @ midday. All email applications will be acknowledged.

Interviews will take place the week beginning 30th September.

Yours faithfully

Madeleine Denyer
Head Teacher

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 check and satisfactory written references.

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



Brighton & Hove

JOB DESCRIPTION

JOB TITLE: Individual Needs Assistant
General – Level C/Scale 5

SECTION: Stanford Infant School

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.

Text in bold font indicates the key level responsibilities for this role.

1. PURPOSE OF JOB

To work under the guidance of teaching / senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals / groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management / preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

2. PRINCIPAL ACCOUNTABILITIES

Support for the Pupils

- **Use specialist (curriculum / learning) skills / training / experience** to support pupils
- Assist with the development and implementation of IEPs
- Establish **productive working relationships** with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- **Support pupils consistently whilst recognising and responding to their individual needs**
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- **Promote independence and employ strategies to recognise and reward achievement of self-reliance**

- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

- **Work with the teacher to establish an appropriate learning environment**
- **Work with the teacher** in lesson planning, **evaluating and adjusting** lessons / work plans as appropriate
- Monitor and **evaluate** pupils' responses to learning activities through observation and planned recording of achievement against **pre-determined learning objectives**
- Provide **objective and accurate** feedback and reports, as required, to the teacher on pupil achievement, progress and other matters, **ensuring the availability of appropriate evidence**
- **Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested**
- **Undertake marking of pupils' work and accurately record achievement / progress**
- **Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour**
- **Liaise sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility and participate in feedback sessions / meetings with parents, or as directed**
- Administer and assess routine tests and invigilate exams / tests
- Provide general clerical / admin support e.g. administer coursework, **produce worksheets for agreed activities etc.**

Support for the Curriculum

- **Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs**
- **Implement** local and national learning strategies e.g. literacy, numeracy, KS3, early years, and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- **Help pupils to access learning activities through specialist support**
- **Determine the need for** and prepare and maintain general and **specialist** equipment and resources

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
- **Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils**
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- **Recognise own strengths and areas of expertise and use these to advise and support others**
- **Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate**
- **Undertake planned supervision** of pupils' out of school hours learning activities
- **Supervise** 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

POST TITLE: Individual Needs Assistant – General – Level C

CRITERIA	ESSENTIAL CRITERIA
Job Related Education and Qualifications and Knowledge	<ul style="list-style-type: none">• Completion of DfE 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• First aid training as appropriate
Experience	<ul style="list-style-type: none">• Experience of working with or caring for children of relevant age• Experience of working with children with complex needs; specifically, ASC and SCLN• Experience in the effective use of ICT to support learning• Experience of using Makaton / BSL
Skills/Abilities	<ul style="list-style-type: none">• Good numeracy / literacy skills• Ability to relate to children and adults• Ability to use other equipment technology – video, photocopier• Ability to self-evaluate learning needs and actively seek learning opportunities• Work constructively as part of a team, understanding

classroom roles and responsibilities and your own position within these

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



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 checks (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 Standard and 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 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.