



## CHRIST CHURCH CE PRIMARY SCHOOL

### Person Specification

<b>JOB TITLE</b>	Individual Needs Assistant
<b>GRADE</b>	Single Status Grade 3
<b>RESPONSIBLE TO</b>	Senior Leadership Team
<b>MAIN PURPOSE OF THE JOB</b>	To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

### Knowledge

- 1.1 NVQ3 in a child-related subject or equivalent.
- 1.2 A good standard of education particularly in English and Mathematics.
- 1.3 Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
- 1.4 Knowledge of SEND Code of Practice.
- 1.5 Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils.

### Experience

- 2.1 Experience of supporting children in a classroom environment, including those with special educational needs.
- 2.2 Experience of using Information Technology to support pupils in the classroom.

### Skills & Abilities

- 3.1 Ability to use language and other communication skills that pupils can understand and relate to.
- 3.2 Ability to establish positive relationships with pupils and empathise with their needs.
- 3.3 Ability to demonstrate active listening skills.

- 3.4 Ability to consistently and effectively implement agreed behaviour management strategies.
- 3.5 Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task.
- 3.6 Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- 3.7 Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills.
- 3.8 Ability to assist in the recording of lessons and assessment as required by the teacher.
- 3.9 Ability to offer constructive feedback to pupils to reinforce self-esteem.
- 3.10 Ability to work effectively and supportively as a member of the academy team.
- 3.11 Ability to work within and apply all academy policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.

#### **Personal Qualities**

- 4.1 Willingness to participate in further training and developmental opportunities offered by the academy and Academy Trust, to further knowledge.
- 4.2 Willingness to maintain confidentiality on all academy matters.