

## **St. Luke's Primary School**

### **JOB DESCRIPTION**

Job Title: Individual Needs Assistant

Reports to: Special Needs Coordinator/Head Teacher

Department: Children, Schools and Families

Section: Schools

### **Purpose of the Job**

To support the learning and well-being of a child/children with learning difficulties ensuring their safety and the safety of those around them

### **Principal Accountabilities**

To fully support all safeguarding procedures

To support academic, social and emotional learning

To support the inclusion of the child(ren) in the day to day life of the school

To follow the teacher's plans whilst being ready to adapt them appropriately in line with the child(ren)'s level of understanding and engagement

To run planned programmes of support

To assess the progress of the child in line with the school's agreed policies

To work closely with the parent/carer and other agencies to ensure appropriate provision

To communicate effectively with all those who have a role in the child(ren)'s learning and welfare

To attend review meetings

To support in the production of reports for outside agencies

To support on visits/trips

To undertake training and other learning activities and performance development as required.

To undertake other reasonable duties as may be required within the school.

## PERSON SPECIFICATION

### **Preferred Experience**

Work with a child with complex needs.

Work with a child with significantly delayed learning and cognition, speech, language and communication needs.

### **Preferred knowledge**

An understanding of safeguarding

An understanding of an inclusive education approach

An understanding of children with complex language needs and communication difficulties

An understanding of how to help children with learning difficulties access the curriculum

The Early Years curriculum

How to support the learning of pre-literacy and pre-numeracy skills

### **Preferred skills and attitudes**

The ability to:

work sensitively with parents and outside agencies

support learning and boost self-esteem

show patience and understanding

work effectively alongside the classteacher and the team around the child

support planning and assessment

show initiative

support inclusive practice and equalities