



JOB DESCRIPTION

Job Title: Individual Needs Assistant

Responsible to: SENCO/Deputy SENCO

Salary: Single Status

Working arrangements:

Purpose:

To support individual and groups of pupils with special educational needs to enable them to make best use of educational opportunities available to them.

Duties and Responsibilities:

1. To establish supportive relationships with the pupil(s) concerned.
2. To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
3. To support the pupil(s) in developing social skills, both in and out of the classroom.
4. To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCo, including feedback on the effectiveness of the behaviour strategies adopted.
5. Support, motivate and encourage pupils with their work and behaviour for learning, according to their needs, and to ensure the inclusion of pupils with identified SEND. Help to raise pupils' self-esteem and confidence.
6. To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions.
 - Ensuring the pupil(s) is able to use equipment and materials provided.
 - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs.
 - Assisting in weaker areas, eg speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc.
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task.
 - Liaising with class teacher, SENCo and other professionals about targets and pupil passports, contributing to the planning as appropriate.
 - Providing additional nurture to individuals when requested by the class teacher or SENCo.
 - Consistently and effectively implementing agreed behaviour management strategies.
 - Helping to make appropriate resources to support the pupil(s).
 - Meeting pupils' physical needs while encouraging independence, eg. help with health conditions.

7. Work co-operatively with the SENCo, Deputy SENCo, Key Stage Co-ordinators and subject staff, concerning the management and support of a specific pupil and/or pupils with SEND.
8. Provide general classroom assistance or one to one support, as appropriate, and differentiate resources when requested by the subject teacher.
9. Assist with monitoring, assessment and recording of pupil achievements, behaviour, performance and development.
10. Offer support to SEND pupils at lunchtime and some after-school sessions.
11. To accompany teacher and pupils on educational visits.
12. Liaise with parents/carers under the guidance of the SENCo, Deputy SENCo and Key Stage Coordinator and assist with home/school communication.
13. Support pupils in accessing the whole curriculum of the school.
14. Undertake training as appropriate.
15. Uphold school policies and promote positive behaviour.
16. Any other reasonable task as requested by the Principal.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.