

JOB DESCRIPTION

INDIVIDUAL NEEDS ASSISTANT GRADE 3 POINT 4



Learning God's Way

Headteacher: Mr M Jee

01903 785416

school@stmargaretsprimary.org.uk

stmargaretsprimary.org.uk

Responsible to: Headteacher, Inclusion Manager

Duties and Responsibilities

a) Support and Care of Child with Social and Communication needs

1. Establish and promote a productive relationship with the child, acting as a role model and setting high expectations.
2. Have a good understanding of the needs of children who are on the autistic spectrum.
3. Adapting and amending planning to support the child's social and educational development - working closely with the class teacher.
4. Ensure that there are daily opportunities for the child to work on their specific targets and follow programs set up for them by the class teacher.
5. Ensure that the child has a visual timetable and other key resources and tools to be able to support their needs.
6. Assist with the development and implementation of the child's IEP and contribute to the planning of learning activities.
7. Observe and report on the child's performance. Update relevant records/logs at agreed time intervals as required.
8. Promote the inclusion of the child within the classroom and school where appropriate.
9. Liaise closely with teachers, Inclusion Manager and other relevant agencies regarding the work set for the child.
10. Effectively communicate the work set by the class teacher to pupils and ensure awareness of the teacher's expectations.
11. Establish constructive relationships and communicate with other relevant professionals, parents and carers, in liaison with the teacher, to support the child's learning and progress.
12. Ensure the health, safety and welfare of the pupil is maintained at all times.
13. Accompany the child on educational visits as required.

b) General Support for teachers

1. Work closely with the class teacher to contribute to the management of the child's behaviour according to the class and school rules and behaviour policy.
2. Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
3. Undertake any administrative duties relevant and appropriate to this post.
4. Contribute to the general health and wellbeing of the children.

St Margaret's C.E. Primary School, Arundel Road, Angmering, West Sussex, BN16 4LP

To develop a life-long love of learning; to grow spiritually and reflect Jesus in our words and action; to foster self-respect and love for others; to provide opportunities for ALL to flourish; to serve our community; to prepare and equip for an ever-changing world.



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c) Other Responsibilities

1. Contribute to the overall ethos, aims and work of the school.
2. Attend regular team meetings for Support Assistants and participate in training activities.
3. Be aware of, uphold and contribute towards the developments of the school's policies and procedures:
 - In particular, to be aware and comply with policies and procedures related to Child Protection, Health, Safety and Security, Confidentiality and Data Protection, Equality, Behaviour and Anti-Bullying, reporting all concerns to the appropriate person and following up on any safeguarding concerns, immediately and to the appropriate person
 - To ensure that all children, regardless of age, gender, race, culture, faith or ability are treated fairly and given equal access to learning opportunities
4. Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
5. Undertake playtime supervision duties as required.
6. Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

From time to time, the post holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed.

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