



JOB DESCRIPTION

JOB TITLE: Individual Needs Assistant (INA)

Hours: 37.5 per week (8:30am – 4:00pm)

Term-time contract (34 weeks), fixed term for one year.

Salary: SCP 2

Please note, we welcome applications for this role year round

Northeast Manor School is an Independent Special School for young people primarily with specific learning difficulties including Dyslexia as well as developmental needs such as Autism, sensory processing difficulties and developmental coordination disorder and social, emotional and mental health needs.

Our location, a spacious country site built round an 18th century manor house, gives everyone room to grow, and develop in a true community with a family feel and we are an easy commute from Brighton, Tunbridge Wells and Eastbourne.

The school's approach to meeting the needs of students is holistic, and this is an opportunity to join a dynamic team that involves teachers and therapists, who are dedicated to enabling Northeast Manor to continue as a centre of excellence and for young people to achieve excellent outcomes.

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 instruction / guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for students with Special Educational Needs (SEN). Whilst the role is to work primarily with an individual student with complex needs, you will also support other students in the group when appropriate (to promote independence and avoid dependency). Work may be carried out in the classroom or outside the main teaching area.

2. PRINCIPAL ACCOUNTABILITIES

Support for the Pupils

- Supervise and provide particular support for pupils, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Learning Passports and Personal Care programmes



- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress and difficulties
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents / carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical / admin support, e.g. photocopying, typing, filing, money and administer coursework.

Support for the Curriculum

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses
- Undertake programmes of intervention
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment / resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required



- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

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 school 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.

Please complete an application form (<https://www.northeast.co.uk/page/?title=Vacancies&pid=8>) and return this to daniel.reeves@northeast.co.uk