

### Job Description

- 1) **Job Title:** Individual Needs Assistant
- 2) **Responsible to:** Head of Learning Support
- 3) **Job Summary:** To work with and support members of the teaching staff in ensuring a pupil receives the highest possible standards of care and education on a one-to one basis, following the lead of the class teacher.

### Key Responsibilities:

#### In class and individual/small group support

- To work with and support a pupil with specific needs on a one-to-one basis to help their learning and social development
- To work in classrooms under the guidance of the Head of Learning Support, or the Head of the Pre –Prep department and assist with helping the child to:
  - understand the task set
  - stay focussed
  - work and play independently
  - to follow individual learning plans and prepare any resources to complete individual learning needs.

#### Administration

- Under the guidance of any of the Head of Learning Support, or the Heads of Pre -Prep, carry out administrative work such as maintaining a welcoming and stimulating learning environment or preparing materials for classes.

#### Duties and Extra-Curricular

- Carry out duties during working hours, including break and meal supervision.

#### Curriculum Development

- Understand the relevant national curriculum
- Sometimes take the initiative and deputise for the teacher in the classroom during very short periods of absence
- Attend pre-term staff INSET
- Attend appropriate courses and training to further professional development.

#### Safeguarding

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.

- The post holder will be engaging in regulated activity.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

### Person Specification

<b>Education/ Training</b>	Essential
	<ul style="list-style-type: none"> <li>• A good level of education to include <u>at least</u> GCSE level Maths and English.</li> </ul>
<b>Experience/ Skills</b>	Desirable
	<ul style="list-style-type: none"> <li>• A-Level in a related area</li> <li>• Degree, Diploma or other recognised professional qualification in a relevant area.</li> </ul>
<b>Knowledge</b>	Essential
	<ul style="list-style-type: none"> <li>• Good organisational skills including the ability to plan, prioritise, work to deadline and manage time effectively</li> <li>• Good IT skills – that must include ability to use Microsoft Office products and Outlook</li> <li>• Be able to communicate effectively to pupils, parents and other colleagues orally and in writing</li> <li>• Have a basic understanding of data and how it can be used to support pupil learning.</li> </ul>
<b>Attitudes and Values</b>	Desirable
	<ul style="list-style-type: none"> <li>• Has previous similar experience working in a school (voluntary or paid)</li> <li>• Experience of analysing numerical data (statistics) and presenting it in readily accessible formats (Excel etc.)</li> <li>• First Aid Qualification.</li> </ul>
<b>Attitudes and Values</b>	Essential
	<ul style="list-style-type: none"> <li>• A basic knowledge of policy and issues surrounding education.</li> </ul>
<b>Attitudes and Values</b>	Desirable
	<ul style="list-style-type: none"> <li>• Knowledge or experience of working in educational organisations or in youth related organisations</li> <li>• An understanding of the curriculum.</li> </ul>
<b>Attitudes and Values</b>	Essential
	<ul style="list-style-type: none"> <li>• Enjoys being with children and seeing them learn in a positive climate</li> <li>• Ability to work in a systematic, orderly and organised manner without supervision</li> <li>• Positive outlook</li> <li>• Take pride in work, with an eye to accuracy and detail</li> <li>• Flexible approach to working hours</li> <li>• Ability to relate well to children and adults</li> </ul>

	<ul style="list-style-type: none"><li>• Commitment to equal opportunities and diversity practice</li><li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li></ul>
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## Terms and Conditions

Salary: £8.92 per hour. The appointment will be on a fixed-term basis until the end of the 2021/2022 academic year with a review each term.

Hours of Work: Working hours will be 8.15am -3.30pm Monday to Friday, with a 30-minute unpaid break, term time only. Outside these hours, your attendance may be required at staff meetings, training days, parents' evenings, and fixtures.

Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme.

Holiday: 28 days' pro rata paid annual leave to be taken during School holidays. Pay for this is included in the salary.

## Safeguarding Statement and Equal Opportunities Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

St Andrew's Prep is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

## Application Process

To apply, please follow the link below to complete the mandatory application form:

<https://www.cognitoforms.com/EastbourneCollegeIncorporated/StAndrewsPrepSupportStaffApplicationForm>

Alternatively, visit [www.standrewsprep.co.uk/contact/employment-opportunities/](http://www.standrewsprep.co.uk/contact/employment-opportunities/) and click the 'Apply Now' button.

An up-to-date CV and covering letter evidencing your suitability for the post against the job description and person specification described above may be uploaded with this online application form.

For further information, please contact Human Resources Department by email: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452239.

Apply immediately.