

## Job applicant information pack

# Individual Needs Assistant Ocklynge Junior School



## Welcome letter

Thank you for your interest in Ocklynge School and for considering us as your next career move.

As a member school of the South Downs Learning Trust, we are committed to providing a safe and enriching learning environment for all our learners. We pride ourselves on ensuring that all members of staff play a key role in safeguarding and promoting the welfare of children and young people.

At Ocklynge School our children are inquisitive, polite and well-behaved. They enjoy learning and relish the wider opportunities we offer, whether that be sports, Forest School or our creative arts. Ocklynge is a very happy and welcoming school with a staff team that is talented, nurturing and inspirational. We all aspire to provide the best learning experience possible. Our shared aim is to provide an outstanding education for children of all abilities. We offer a wide range of opportunities to inspire children in their learning. We want every child to achieve their own highest possible expectations and actively encourage close co-operation between home, school and the wider community.

We are seeking an exceptional candidate to work one-on-one with pupils with special educational needs and/or disabilities (SEND), providing crucial additional support to foster their academic and social progress. Your role will involve collaborating with the class teacher to actively contribute to the preparation and planning of customised lessons, tailoring them to the pupil's unique needs and interests. Your responsibilities include assessing, monitoring, and providing constructive feedback, while offering encouragement and motivation to the pupils.

As an integral part of our team, your responsibilities encompass both classroom and extracurricular activities. You will accompany the pupils on educational visits, facilitating their participation and integration with peers. Ensuring the pupil comprehends both verbal and written instructions, you will guide them in staying on track with tasks, promoting inclusivity and a sense of belonging within the classroom setting.

Strong communication skills are essential, as is the ability to quickly build rapport with pupils. As a team player, you will work closely with the classroom teacher and Learning support assistant. The ideal candidate will be highly organised, creative and adaptive, demonstrating the ability to think on their feet to help the pupils overcome any barriers to learning.

It's important to note that successful candidates may take on additional responsibilities, such as lunchtime supervision or play leadership roles, underscoring the diverse and impactful nature of the position.

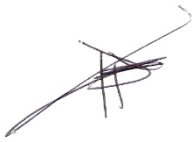
If you possess a genuine desire to make a positive impact on the lives and futures of our pupils, we warmly invite you to join our dynamic team. Your commitment and contributions will not only shape the educational journey of an individual pupil but also contribute to the transformative experience we aim to provide for all our pupils.

We offer an incentive package which includes:

- A comprehensive induction programme for new staff to our academies.
- On-going investment into your career development through appropriate CPD.

- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to the Bike 2 Work scheme allowing up to 42% discount on the cost of bikes and equipment.
- Full use of an employee assistance programme supporting wellbeing.
- Staffroom with complimentary tea and coffee.
- Subsidised membership of Benenden Healthcare (affordable alternative to private health insurance).
- On-site parking.
- Free Breakfast Club *or* After School Club place for trust staff children at Ocklynge Junior School.

We look forward to receiving your application and learning how you can contribute to the success of our school community.



Paul Reilly  
Headteacher



## How to apply

To apply for this position, please access the application form via [Vacancies - Ocklynge Junior School](#) or for those using the TES or Gov.UK platforms to apply, you may also use the forms available there.

**Please note that we do not accept CVs and your application will not be considered unless submitted using one of the forms detailed above.**

Once completed, send the form to Lorraine Barrow, Trust Executive Assistant, at [lbarrow@ratton.co.uk](mailto:lbarrow@ratton.co.uk) before the specified closing time.

As part of our safer recruitment process, the successful candidate will be subject to the following **pre-appointment checks**:

- **Right to Work:** All applicants must have the Right to Work in the UK to be eligible for the role.
- **Safer Recruitment:** As part of our safer recruitment process, references will be requested prior to the interview stage, and an enhanced Disclosure and Barring Service (DBS) check will be required.
- **Due Diligence:** Online searches will be conducted as part of our due diligence checks. We will conduct an online search for shortlisted applicants to look for publicly available information that may impact suitability for the role.

**Early application is encouraged as we reserve the right to consider applications on receipt and to appoint before the deadline.**

Terms of employment	
Grade	LPS SS Grade 3 = £22,737 gross pro rata, pay award pending
Actual Salary	£15,928 gross per annum = £1,327 gross per month
Hours	30 hours per week to be worked 9.00am-3.30pm Monday to Friday(includes a 30-minute unpaid break daily), term time only
Contract	Fixed term to August 2025 in the first instance
Closing Date:	Friday 1 November
Interviews:	Thursday 7 November

## Ongoing Safeguarding Training

All staff at schools in the South Downs Learning Trust are required to undergo regular safeguarding training. This ensures that everyone is aware of the latest guidelines, understands statutory requirements, and knows how to respond to any safeguarding concerns.

Upon successful appointment, you will receive an induction into our safeguarding procedures, and you will be required to complete training on safeguarding and child protection. Continuous professional development will be offered in this area to maintain up-to-date knowledge of safeguarding best practices.

## Our Vision and Values

In general terms this is what we are trying to achieve with the children in our care:

1. To help the children towards the realisation of their full potential.
2. To help the children to develop enquiring minds and the ability to listen, concentrate and apply themselves to tasks.
3. To develop children's self-reliance, confidence, and the ability to work both independently and co-operatively.
4. To appreciate and value each child's contribution and celebrate their achievements.
5. To instil respect and understanding for religious and moral values and tolerance of races, religions and ways of life.
6. To help the children learn courtesy, good manners, and consideration for others.

We are Responsible



We work hard, are helpful, reliable, look after property and co-operate with others.

We are Respectful



We are polite, well mannered, considerate, gentle and understanding of others.

We are Reflective



We are patient, honest, kind, good listeners, forgiving and admit when we have made a mistake.

We are Resilient



We do not give up, we try to sort our problems calmly and give things a go.

## Job description

<b>Job Title:</b>	<b>Individual Needs Assistant</b>
<b>School:</b>	<b>Ocklynge Junior School</b>
<b>Grade:</b>	<b>LPS SS Grade 3</b>
<b>Responsible to:</b>	<b>SEND Coordinator (SENDCO)</b>

### Main Purpose

You will be responsible for promoting the learning and personal development of the pupil/s to whom you are assigned, to enable them to make best use of the educational opportunities available to them. In addition to the core responsibilities, you will be expected to uphold the safeguarding and welfare of pupils at all times, in line with school policies and statutory requirements.

### Main Tasks

- 1 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, e.g. 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, SENDCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate
  - Providing additional nurture to individuals when requested by the class teacher or SENDCO
  - 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 e.g. help pupils to change for PE lessons or swimming, clean and reassure pupils after accidental soiling of clothes, help with mobility around the school
- 2 To establish supportive relationships with the pupil(s) concerned.
- 3 To determine the intervention strategies to be used to manage the behaviour of pupils with behavioural or emotional difficulties with the teacher.
- 4 To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- 5 Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- 6 To give positive encouragement, feedback and praise to reinforce and sustain the pupil(s) efforts and develop self-reliance and self-esteem.
- 7 To mark pupils' work under the direction of the class teacher

- 8 To support the pupil(s) in developing social skills both in and out of the classroom
- 9 To support the use of ICT in learning activities
- 10 To provide regular feedback on the pupil(s)' learning and behaviour to the teacher/SENDCO, including feedback on the effectiveness of the behaviour strategies adopted
- 11 Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- 12 When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
- 13 To use the school's system for recording progress
- 14 Where appropriate, to know and apply positive handling techniques
- 15 To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
- 16 To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- 17 Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- 18 To be aware of confidential issues linked to home/pupil/teacher/school
- 19 To contribute towards reviews of pupil(s)' progress as appropriate
- 20 To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- 21 To take part in training activities offered by the school and the county to further knowledge (within employed hours)
- 22 To be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
- 23 To accompany teacher and pupils on educational visits
- 24 To provide individual support, as required, during examination sessions
- 25 To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.
- 26 To **promote and safeguard the welfare of children** in your care, ensuring that all safeguarding policies are followed and that any concerns are reported to the Designated Safeguarding Lead (DSL).
- 27 To comply with the school's safeguarding procedures and any relevant guidance from **Keeping Children Safe in Education (KCSIE)**.
- 28 To ensure all interactions with pupils adhere to the school's safeguarding and behaviour policies, particularly in areas of pastoral support, supervision, or direct pupil contact.
- 29 To attend safeguarding training and stay up to date with any changes in statutory safeguarding responsibilities.

*This job description sets out the duties of the post at the time when 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 of themselves justify a reconsideration of the grading of the post.*

# Person specification

## Key skills and abilities

- Ability to use language and other communication skills that pupils can understand and relate to
- Ability to establish positive relationships with pupils and empathise with their needs
- Ability to demonstrate active listening skills
- Ability to consistently and effectively implement agreed behaviour management strategies
- Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task
- Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills
- Ability to assist in the recording of lessons and assessment as required by the teacher
- Ability to offer constructive feedback to pupils to reinforce self-esteem
- Ability to work effectively and supportively as a member of the school team
- Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc

## Desirable

- **Safeguarding qualification** or training in child protection.

## Education & Qualifications

- NVQ3 in a child-related subject or equivalent
- A good standard of education particularly in English and Mathematics

## Knowledge

- **Knowledge of safeguarding procedures** and responsibilities when working with children.
- Familiarity with **Keeping Children Safe in Education (KCSIE)** guidelines and statutory safeguarding requirements.
- Basic knowledge of school operations and procedures.
- Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- Knowledge of SEN Code of Practice
- Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils

## Experience

- Previous experience of working in a school or with children is desirable.



- Experience of safeguarding children or working in environments where safeguarding responsibilities are essential.
- Experience of supporting children in a classroom environment, including those with special educational needs
- Experience of using Information Technology to support pupils in the classroom
- Experience of working in a range of settings or with more than one year group desirable

### **Personal Attributes**

- Ability to demonstrate commitment to Equal Opportunities
- Commitment to safeguarding and promoting the welfare of children.
- Ability to work discreetly and sensitively with confidential information.
- Willingness to undertake **further safeguarding training** to ensure compliance with safeguarding responsibilities.
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.