

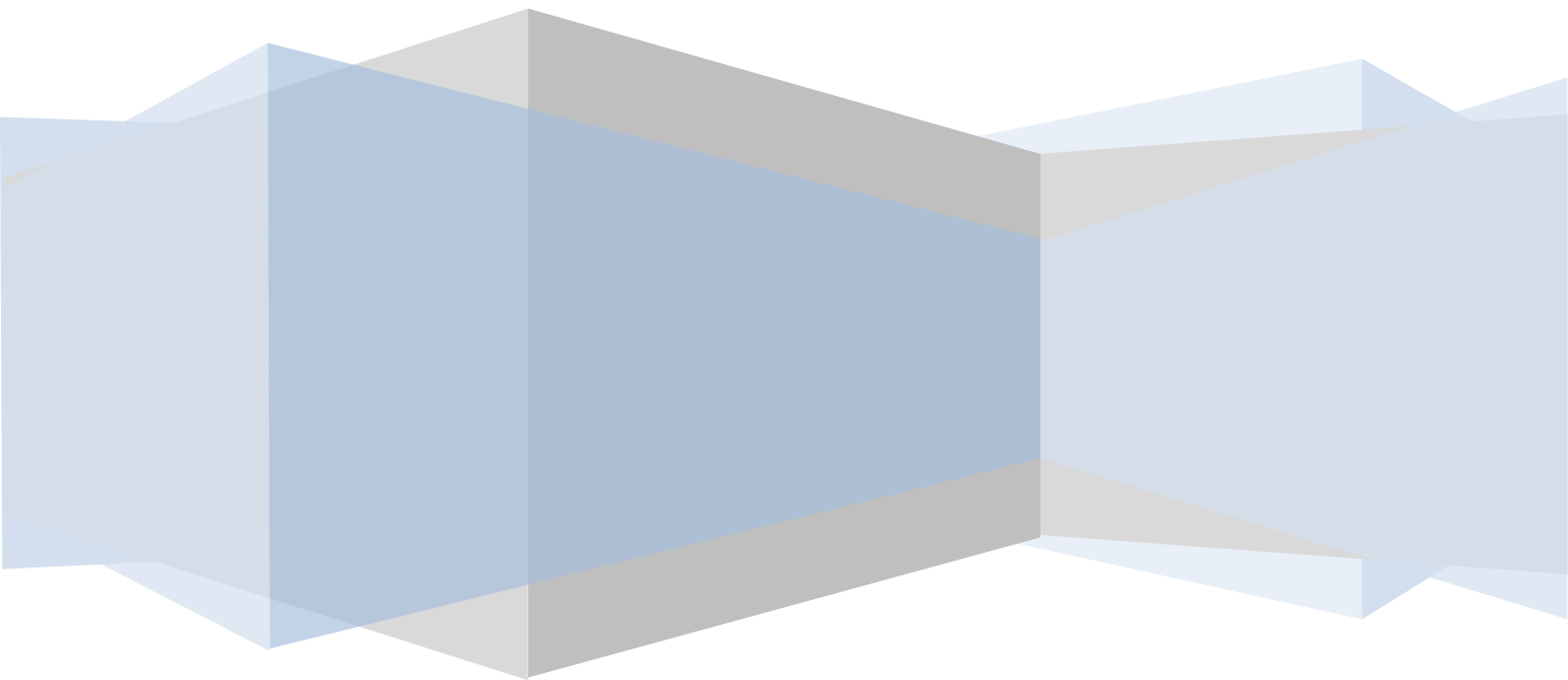
Rye Community Primary School, Part of Aquinas

www.aquinastrust.org

Application Pack

Individual Needs Assistant (with a named child)
– Fixed Term

Required: 6th January 2025



Individual Needs Assistant (with a named child) – Fixed Term

Rye Community Primary School is seeking to appoint an enthusiastic, energetic and adaptable Individual Needs Assistant to join our highly motivated team. We are driven by a pursuit of high academic standards regardless of background and a desire for all pupils to experience an exceptional education. We want every child to grow and flourish in our care.

Our ideal candidate will:

- Have experience, or interest, in working with children with SEND.
- Have experience, or interest, in working in the Early Years Foundation Stage.
- Have experience, or interest, in working as an Individual Needs Assistant.
- Knowledge of supporting children with language and communication needs.
- Be inclusive in their practice with high expectations of all.
- Have knowledge of using, or desire to learn, Makaton.
- Have good communication skills with the ability to work as part of a team.
- Be committed to continual professional learning.
- Be a dedicated practitioner with commitment to pupil progress and continual improvement.
- Have integrity, optimism and a good sense of humour.

In return, we offer:

- A happy community committed to the professional development of all colleagues.
- A distinctive local context ensuring we place inclusivity at the heart of all we do.
- A skilled and experienced team of teachers and other professionals.
- A motivated leadership team leading rapid improvement to the pupils' life chances.
- A school in which the pupils are enthusiastic, engaging and thoughtful.
- The support of professionals from within an exciting and outward facing educational trust.

Rye Community Primary School is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

September

Dear applicant,

On behalf of our pupils, colleagues and trustees, I would like to thank you for your interest in a position at Rye Community Primary School. I hope you find the application pack both helpful and informative.

Rye Community Primary School is a place where learners feel safe, cared for and have space to learn. We pride ourselves on being a closely knit community where children are known as individuals and their talents are nurtured and celebrated.

We also pride ourselves on meeting the needs of every child – we see it as our role to unlock the diverse abilities and talents found in each pupil regardless of ability, background or need. Through an imaginative and vibrant curriculum, we provide a gateway for learning which challenges everyone to ‘Dream, Believe, Achieve’ from the outset. We want to inspire and excite – creating a love of learning which will serve our children well throughout their educational journey.

There are three educational settings in Rye – Pugwash Nursery, Rye Community Primary School and Rye College. Between us we offer an exciting continuous learning journey from the age of 2 to 16 – ensuring children have the best opportunity to move seamlessly between the key stages of learning whilst ensuring consistency throughout their educational experience.

In your application, please outline why you would like to join Rye Community Primary School, how you meet the person specification and what makes you the best person for the job. We value honesty.

I look forward receiving your completed application.

With thanks,



Kelly Martin
Head of School

The Application Process and Timetable

Closing Date

You are invited to submit an application form outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **13th December 2024**

We reserve the right to withdraw a Vacancy advert, should we find a suitable candidate.

Short Listing

Candidates will be shortlisted for interview after the closing date and may also be invited to interview as and when strong applications are received. It is therefore advisable to submit applications early.

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided.

Interviews

Candidates will be invited for interview.

- Interviews: **As soon as possible**
Earlier invites may be issued for strong applications and the Trust reserves the right to close the process early should a suitable candidate be identified.

Appointment

All candidates will be contacted following interview.

- Appointment to commence: **As soon as possible**

Applying

Please send your letter of application by email to office@ryeprimary.co.uk for the attention of the Head of School. Alternatively, submit your application to **Head of School, Rye Community Primary School, The Grove, RYE TN31 7ND.**

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

Job Description

Details

Remit:	Individual Needs Assistant (with a named child) – Fixed Term
Salary Full Time:	Single Status Grade 3 – FTE £24,027.00 p.a.
Actual Pro Rata:	£17,146.23 p.a.
Hours:	30 hours Monday to Friday
Weeks:	39
Contract:	Fixed term (until the named pupil ceases to be a pupil at the school and/or there is an amendment to the named pupils Statement of SEN)
Accountable to:	Head of School

Key Responsibilities

Assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

Key Tasks

1. Aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - a. Clarifying and explaining instructions.
 - b. Ensuring the pupil(s) can use equipment and materials provided.
 - c. 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.
 - d. Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation, etc.
 - e. Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task.
 - f. Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate.
 - g. Providing additional nurture to individuals when requested by the class teacher or SENCO.
 - h. Consistently and effectively implementing agreed behaviour management strategies.
 - i. Helping to make appropriate resources to support the pupil(s);
 - j. 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. Establish supportive relationships with the pupil(s) concerned.
3. Determine the intervention strategies to be used to manage the behaviour of pupils with behavioural or emotional difficulties with the teacher.
4. 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. Give positive encouragement, feedback and praise to reinforce and sustain the pupil(s) efforts and develop self-reliance and self-esteem.
7. Mark pupils' work under the direction of the class teacher.
8. Support the pupil(s) in developing social skills both in and out of the classroom.
9. Support the use of ICT in learning activities.
10. Provide regular feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, 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. Use the school's system for recording progress.
14. Where appropriate, to know and apply positive handling techniques.
15. 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. 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. Be aware of confidential issues linked to home/pupil/teacher/school.
19. Contribute towards reviews of pupil(s)' progress as appropriate.
20. Comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
21. Take part in training activities offered by the school and the county to further knowledge (within employed hours).
22. Be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours).
23. Accompany teacher and pupils on educational visits.
24. Provide individual support, as required, during examination sessions.
25. Carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

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

Individual Needs Assistant

[a] KEY SKILLS & ABILITIES	Essential or Desirable
Ability to use language and other communication skills that pupils can understand and relate to	E
Ability to establish positive relationships with pupils and empathise with their needs	E
Ability to demonstrate active listening skills	E
Ability to consistently and effectively implement agreed behaviour management strategies	E
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	E
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	E
Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills	E
Ability to assist in the recording of lessons and assessment as required by the teacher	E
Ability to offer constructive feedback to pupils to reinforce self-esteem	E
Ability to work effectively and supportively as a member of the school team	E
Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.	E

[b] EDUCATION & QUALIFICATIONS	Essential or Desirable
NVQ3 in a child-related subject or equivalent	E
A good standard of education particularly in English and Mathematics	E

[c] KNOWLEDGE	Essential or Desirable
Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	E
Knowledge of SEN Code of Practice	E
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	E

[d] EXPERIENCE	Essential or Desirable
Experience of supporting children in a classroom environment, including those with special educational needs	E
Experience of using Information Technology to support pupils in the classroom	E
Experience of working in a range of settings or with more than one year group	D

[e] PERSONAL ATTRIBUTES	Essential or Desirable
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	E
Willingness to maintain confidentiality on all school matters	E

Health & Safety Functions

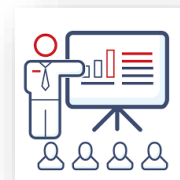
This section is to make you aware of any health AND safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	X
Exposure to blood /body fluids	X

Benefits of Working with Aquinas

Treating you as a professional...

Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.



Keeping you fit and healthy...



Working with us gives you discounted membership with Freedom Leisure Centres. Freedom Leisure offers something for everyone, whatever you enjoy doing or your level of fitness. Whether you love the gym, group exercise classes, swimming or playing sports, their memberships have you covered!

Helping you stay relaxed...

Working with us gives you discounted access to a range of leisure activities. CSSC is an exclusive membership for public sector employees. For less than a fiver a month, families and individuals can save much more on a range of pursuits including...



- Free entry to 280 English Heritage sites for you and your family;
- Cinema tickets from £5 including all top chains;
- Reduced price days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Special offers on new and used vehicles;
- Discounts in high street shops, on holidays, eating out and more.

Looking after your well-being...

We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care. Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.



Supporting you with childcare...

Rye Community Primary School, Starfish Pre-school provides affordable high quality childcare for the under-fives – accessible to all. Aquinas employees benefit from a 10% discount on full-time and part-time child care at our term-time pre-school between 8.30am and 3.15pm. Starfish Pre-school: "Where the journey begins..."

