

# JOB DESCRIPTION



<b>Title</b>	Individual Support Assistant
<b>Grade</b>	BR4
<b>Hours</b>	Full time
<b>Contract Type</b>	Temporary contract to provide support for a named child
<b>Reporting to</b>	Head Teacher

## Main purpose

The Individual Support Assistant will work as part of a multi-disciplinary team. Under the leadership and supervision of the teacher/senior staff: will work with an individual as well as groups to supervise physical/general care of pupils, including those with SEN, support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

## Duties and responsibilities

### SUPPORT FOR PUPILS

- Attend to the pupils' welfare/personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and be aware of and responding appropriately 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.
- Encourage pupils to act independently as appropriate.

### SUPPORT FOR THE TEACHER

- Prepare classroom as directed for lessons and clear afterwards
- Assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

### SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions.
- Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher.
- Supporting pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

### SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.

- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all 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 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.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

**CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)**

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

**MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)**

Fully and positively participate in the Council's performance appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.

**EQUALITIES**

Implementation of the Council's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

This job description may be amended at any time in consultation with the post holder.

Last reviewed by:	Headteacher	October 2024
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Headteacher/line manager:	Sign: _____ Print name: _____ Date: _____
Post holder:	Sign: _____ Print name: _____ Date: _____

# PERSON SPECIFICATION



<b>Title</b>	<b>Individual Support Assistant</b>
<b>Grade</b>	BR4

<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills.</li> <li>• DfES Teaching Assistant Induction Programme.</li> <li>• NVQ 2 or equivalent for Teacher Assistants or equivalent qualifications or experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> <li>• Basic understanding of child development and learning.</li> <li>• Experience of working with children with additional needs.</li> <li>• Experience of maintaining confidentiality.</li> <li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> <li>• Effective use of ICT support learning.</li> <li>• Ability to self-evaluate learning needs and actively seek learning activities.</li> <li>• Awareness of health and Safety in a school environment.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of first aid.</li> <li>• Use basic technology - computer, video, photocopier.</li> <li>• Flexible approach to work routines and methods.</li> <li>• Listening and observation skills.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Able to relate to children and adults.</li> <li>• Reliable and conscientious.</li> <li>• Willingness to participate in training/development opportunities.</li> </ul>