

# Isle of Wight Council

## Job Description



<b>Identifying Facts</b>	
Title of Post: Special Needs Assistant B	
Directorate: Education	Post No:
Section: Classroom Learning Support	Date: 14 May 2014
Responsible to: Class Teacher	

### Job Purpose

Working under guidance – provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.

### Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

### Support for Pupils:

3. Provide pastoral support to pupils.
4. Receive and supervise excluded from, or otherwise not working to, a normal timetable.
5. Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development.
6. Participate in comprehensive assessments of pupils to determine those in need of particular help.
7. Assist the teacher with the development and implementation of Individual Education / Behaviour / Support / Mentoring plans.
8. Support provision of support for pupils with special needs.
9. Establish productive working relationships with pupils, acting as a role model.

10. Develop 1-2-1 mentoring arrangements with pupils and provide support for distressed pupils.
11. Promote the speedy / effective transfer of pupils across phases / integration of those who have been absent.
12. Provide information and advice to enable pupils to make choices about their own learning / behaviour / attendance.
13. Challenge and motivate pupils, promote and reinforce self-esteem.
14. Provide feedback to pupils in relation to progress, achievement, behaviour, attendance, etc.

**Support for Teachers:**

15. Liaise with feeder schools and other relevant bodies to gather pupil information.
16. Support pupils' access to learning using appropriate strategies, resources etc.
17. Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
18. Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
19. Provide objective and accurate feedback and reports as required, to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence.
20. Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / records as requested.
21. Assist in the development and implementation of appropriate behaviour management strategies.
22. Establish constructive relationships with parents / carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
23. Assist in the development, implementation and monitoring of systems relating to attendance and integration.
24. Clerical / administrative support e.g. dealing with correspondence, compilation / analysis / reporting on attendance, exclusions etc., making phone calls etc.

### **Support for the Curriculum:**

25. Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
26. Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
27. Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

### **Support for the School:**

28. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
29. Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop.
30. Contribute to the overall ethos / work / aims of the school.
31. Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils.
32. Attend and participate in regular meetings.
33. Participate in training and other learning activities as required
34. Recognise own strengths and areas of expertise and use these to advise and support others.
35. Assist in the supervision, training and development of staff.
36. Implement planned supervision of pupils out of school hours.
37. Supervise pupils on visits, trips and out of school activities as required.

**Generic quality statement:** The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

*This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.*