

Job Description

Post: Individual Needs Support Assistant

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Support the class teacher to plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Support the learning of students in lessons as directed by the class teacher, including small group teaching and full class cover.
- Facilitate the exceptional progress and well-being of any individual or group of students; provide guidance and advice to students on educational and social matters.
- Promote and maintain discipline in accordance with the rules and behaviour policy of the academy.
- Use formative assessment to adapt teaching and the work of students to make sure that learning is proceeding in the right direction and to support that learning.
- Lead small group interventions for literacy, numeracy, or pastoral support.
- Support students outside of lesson, as appropriate.
- Provide intimate care (including toileting, as required) in accordance with academy policies and procedures.
- Communicate effectively with the class teacher/s and SENDCo to share students' learning.
- Support the delivery of exams and other summative assessments.
- Support staff and students by signposting the use of specialist aid / resources / equipment for students' needs. As guided by the SENDCo.
- Contribute to Individual Strategy Banks in liaison with students and families.
- Develop positive working relationships with students and their families in order to provide advice, training and guidance.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.