

## Individual Needs Assistant Job Description

**Position:**

The Assistant will assist the Pupil

**Responsible to**

Class 1 Teacher, College of Teachers and SENDCo

**Salary:**

£12.00 per hour

**Hours of Work | 17.25 Hrs Weekly:**

Monday | 11:00hrs to 13:45hrs

Tuesday | 11:00hrs to 15:30hrs

Wednesday | 11:00hrs to 15:30hrs

Thursday | 11:00hrs to 13:45hrs

Friday | 11:00hrs to 13:45hrs

As per Term Dates

**Contract:**

Part Time, Job Share, Fixed Term (linked to EHCP Provision and Funding)

**General:**

- To develop an understanding of the specific needs of the pupil to be supported as advised by class teacher, subject teacher or SENDCo.
  - To aid the pupil to learn effectively as possible both in group situations and individually inside & outside of the classroom.
  - To establish a supportive relationship with the pupil.
  - To carry out specific duties as outlined in the pupils EHC Plan.
  - To familiarise oneself with the curriculum and learning activities that the pupil is learning and experiencing
  - To maintain the system of recording and monitoring of the pupils progress.
  - To provide feedback about the pupils challenges and successes to the class teacher & SENDCo and to liaise with subject teachers where appropriate.
  - To write reports about the pupils progress as requested by the class teacher & SENDCo and participate in the evaluation of the Pupils Plan.
  - To report any problems about arrangements or any incidents to the class teacher & SENDCo.
  - To help adapt/find differentiated materials to enable the pupils to access class curriculum, learning and experience
  - To participate in relevant professional development.
  - To be aware of and follow Brighton Waldorf School policies & procedures; to contribute to the overall ethos, work & aims of Brighton Waldorf School.
  - To maintain confidentiality about all matters.
  - To ensure the safety of the pupil while in your care.
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- To have an understanding of trauma and attachment needs in children
- To recognise the pupils emotional regulatory state and assist with sensory breaks as needed
- To attend to any personal & health needs of the student where appropriate.
- To appreciate and support the role of other professionals.
- To support acceptance & inclusion of the pupil.
- To assist in the management of the pupils social interactions & behaviour

#### **Specifically for funded Pupil Class 1:**

- To clarify and explain instructions
- To help the pupil to concentrate on & finish work set.
- To assist with organisation of materials so the pupil can begin work
- Assisting in specific areas of need, e.g. writing, layout, handwork.
- To motivate and encourage the pupil to focus & continue work and promote self-esteem.
- To accompany the pupil outside school e.g. trips/sport as necessary.

#### **Essential Application Information**

Brighton Waldorf School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post-holders are subject to a satisfactory enhanced DBS and barred list check. All staff are required to undertake Child Protection Training.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from the country of residence, as well as evidence of eligibility to work in the United Kingdom. Candidates who have lived abroad during the last three months, will also be asked to provide criminal records clearance from the country(ies) of residence during that time.

Further information about our school can be found on our website

<https://www.brightonwaldorfschool.org/>

**Applications for the post should be made on the standard application form, downloadable from the website, and emailed as a Word document or pdf to [admin@brightonwaldorfschool.org](mailto:admin@brightonwaldorfschool.org)**

**If there is any reason you are not able to email your application, please send by post to School Director**

Brighton Waldorf School  
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Brighton  
BN2 5RA

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