**Brighton Waldorf School**

**Job Description**

 **(INA - Individual Needs Assistant - 18.5 hours)**

**Place of Work:**

Brighton Waldorf School, Roedean Road, Brighton BN2 5RA

**Remuneration:** £12.50 ph

**Contract:** Permanent

**Interview Date:** TBC

**Closing Date:** Until filled

**Start Date:** As soon as possible

**Probationary Period:** One term

**Times of Work:**

4 days a week, 18.5 hours per week.

Term time only plus INSET days

*Tuesdays, Thursdays and Fridays:*

8.30am - 11am and 11.45am - 1.45pm

*Wednesdays*

8.30 - 11am, 11.45 - 1.30 pm and 2pm - 2.45pm

**JOB PURPOSE**

To work under the instruction / guidance of teaching / senior staff to undertake work / care

/ support programmes, to 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. Work may be carried out in the classroom or outside the main teaching area.

**KEY TASKS**

1. To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example:

* Clarifying and explaining instructions
* Ensuring the pupil(s) is able to use equipment and materials provided
* 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
* Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc
* Using praise, commentary and assistance to encourage the student to concentrate and stay on task
* Liaising with class teacher, SENCO and other professionals about individual education plans (ISPs/ECHP`s/IBP`s)
* Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes contributing to the planning as appropriate
* Providing additional nurture to individuals when requested by the class teacher or SENCO
* Consistently and effectively implementing agreed behaviour management strategies
* Helping to make appropriate resources to support the pupil(s)
* Meeting pupils’ physical needs while encouraging independence e.g. help pupils to change for PE lessons or swimming, clean and reassure pupil(s) after accidental soiling of clothes (including changing nappies where necessary), help with mobility around the school

2. To establish supportive relationships with the pupil(s) concerned and encourage pupils to interact with each other in an appropriate and acceptable manner.

3. 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.

4. To give positive encouragement, feedback and praise to reinforce and sustain the pupil(s)

efforts and develop self reliance and self esteem.

5. To mark pupils’ work under the direction of the class teacher

6. To support the pupil(s) in developing social skills both in and out of the classroom and support the use of ICT in learning activities

7. To provide regular feedback on the pupil(s)’ learning and behaviour to the teacher/SENCO,

including feedback on the effectiveness of the behaviour strategies adopted

8. Under the direction of the teacher, carry out and report on systematic observations of pupil(s) to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development

9. Contribute towards reviews of pupil(s)’ progress as appropriate and use school systems for recording progress

10. To 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.

11. To know and apply school policies on Child Protection, Health and Safety, Behaviour,

Teaching and Learning, Equal Opportunities and other school policies and to be aware of

confidential issues linked to home/pupil/teacher/school

12. To take part in training activities offered by the school to further knowledge

13. To be willing to support playground/break time supervision eg.educational games, and

accompany teacher and pupils on educational visits

**QUALIFICATIONS AND TRAINING**

Good standard of education particularly in English and Maths

Evidence of further education

Basic understanding of child development and learning

Relevant child development or SEN training

Qualified in First Aid

**EXPERIENCE**

Experience of supporting children in a classroom environment, including those with special

educational needs

Experience of using Information Technology to support students in the classroom

Experience of working in a range of settings or with more than one year group

Experience or knowledge of Waldorf pedagogy

**KEY SKILLS AND ABILITIES**

Ability to use language and other communication skills that students can understand and relate to

Ability to establish positive relationships with students and empathise with their needs

Ability to demonstrate active listening skills

Ability to consistently and effectively implement agreed behaviour management strategies

Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students’ needs, encouraging the student to stay on task

Ability to monitor the students’ response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes

Ability to carry out and report on systematic observations of students’ knowledge,understanding and skills

Ability to assist in the recording of lessons and assessment as required by the teacher

Ability to offer constructive feedback to students to reinforce self-esteem

Ability to work effectively and supportively as a member of the team

Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc

Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment

Knowledge of SEN Code of Practice

**PERSONAL ATTRIBUTES**

Commitment to high standards of care for all children

Self-awareness of own strengths of areas of development

Ability to work flexibly, to use initiative and to prioritise own work

Willingness to participate in further training and developmental opportunities offered by the school to further knowledge

Willingness to maintain confidentiality on all school matters

Contribute to the overall ethos / work / aims of the school

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**

**If there is any reason you are not able to email your application, please state why, and send by post to:**

The Administrator

Brighton Waldorf School

Roedean Road

Brighton

BN2 5RA