

Knebworth Primary & Nursery School

Headteacher: Miss S Bains

Job Description: 1:1 Inclusion Assistant

Reports to: Headteacher/SENCO

Salary Range: H1 -2 *depending on experience and qualifications*

Responsible to: Class Teacher

Purpose of the Role

- To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/ or behavioural, social, communication, sensory or physical disabilities.

Main Duties

Under the direction and supervision of qualified staff:

- Implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, assessing and recording pupil progress/ activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support learning by arranging/ providing resources for lessons/ activities under the direction of the teacher.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Share information about pupils with other staff, parents/ carers, internal and external agencies, as appropriate.
- Understand and support independent learning and inclusion of all pupils as required.
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/ care.
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).
- To be involved in out of working hours activities, e.g. training,
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To read, understand and adhere to all schools' policies and procedures
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.

1:1 INCAs at this level may also undertake some or all of the following:

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
- Update pupil records.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Undertake moving and handling activities as required.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Knowledge, Skills & Abilities

- Requires knowledge and procedures for supporting and leading learning activities.
- Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/ or national occupational standards.
- Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.

- Communicates with pupils with additional needs, to support learning and development and encourage acceptable behaviour.
- Exchanges information with staff, parents/ carers.
- Be able to use highly specialised equipment requiring considerable precision e.g., use of hoists
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Equality

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop in line with school policy

Health & Safety

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person in line with school policy

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance appraisal and development, as required by the school's policies and practice.

The specific duties attached to any individual staff member are subject to annual review and may, after discussion with the staff member, be changed.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form.

This role will be reviewed annually as part of the Performance Appraisal process.

Signed: _____

Name: _____

Date: _____

