

JOB DESCRIPTION

POST: Individual Needs Assistant (INA)

RESPONSIBLE TO: Headteacher

To support the learning, personal development and well-being of pupils with additional needs, enabling them to access the full range of educational opportunities.

Areas of Responsibility and Key Tasks

Learning Support

- Assist pupils in understanding and following instructions.
- Ensure pupils can use equipment and materials effectively.
- Motivate and encourage pupils through individual attention, reassurance and tailored support.
- Provide assistance in areas of difficulty, such as speech and language, literacy, numeracy, handwriting and behaviour.
- Use praise and positive reinforcement to maintain focus and engagement.
- Prepare and adapt resources to meet individual needs.
- Support pupils during lessons, group work and independent tasks.

Behaviour and Inclusion

- Implement agreed behaviour management strategies consistently.
- Promote inclusion and positive interaction among pupils.
- Support pupils in developing social skills within and beyond the classroom.
- Apply intervention strategies for pupils with behavioural or emotional difficulties in collaboration with the teacher.

Communication

- Liaise with the class teacher, SENCO and other professionals regarding Individual Education Plans (IEPs).
- Provide regular feedback on pupil progress and behaviour.
- Contribute to planning and review meetings as required.
- Maintain confidentiality at all times.

Monitoring and Record Keeping

- Observe and record pupil progress under teacher direction.
- Use school systems to track and report learning outcomes.

Health, Safety and Welfare

- Support pupils with physical needs while promoting independence.
- Apply school policies on safeguarding, health and safety and equal opportunities.
- Accompany pupils and staff on educational visits.
- Provide support during examinations as required.

Professional Development

- Participate in training and development activities within contracted hours.
- Support playground and break-time supervision when required.