

## **JOB DESCRIPTION**

**SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE**

**ASSOCIATE STAFF – GENERIC**

**STAFF NAME:**

**POST TITLE: INDIVIDUAL NEEDS ASSISTANT**

**COLLEGE:**

### **1 - JOB PURPOSE AND ACCOUNTABILITY**

- 1.1 To support students with a statement of Special Educational Need in appropriate areas of the curriculum.
- 1.2 Your immediate responsibility is to:
  1. The Director of Learning Support
  2. All staff are ultimately responsible to the Principal.

### **2 - GENERIC – ASSOCIATE STAFF**

- 2.1 All staff play a part in the establishment and on- going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week's work and work for the coming week.
- 2.2 Most staff can expect to be attached to a Mini School. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.
- 2.3 All staff are expected to adhere to the schools principles and policies which underpin good practice and the raising of standards.
- 2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.
- 2.5 All staff are responsible for their own Health and Safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.
- 2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.
- 2.7 To support the learning process and good administrative practices in the school.
- 2.8 To respond to the requests of teaching staff.

- 2.9 To support other associate staff by covering their duties if they are absent from work.
- 2.9a To carry out other duties as may be reasonably required by the Principal from time to time.

### **3 - GENERAL – APPRAISAL PROCESS**

- 3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.
- 3.2 Review targets may include:
- An empirical target to ensure that progress is measured accurately and effectively
  - A target based on the School Improvement Plan
  - A target which will encourage personal and professional development

### **4 - SPECIFIC DUTIES – INDIVIDUAL NEEDS ASSISTANT**

- 4.1 To support the student with appropriate areas of the curriculum, individually or in a small group, under the guidance of the class/subject teacher and Director of Learning support.
- 4.2 To liaise with the Director of Learning Support and other staff as appropriate.
- 4.3 To participate in planning and evaluation of support, as appropriate.
- 4.4 To contribute to the development of differential materials as identified in the Statement and Individual Education Plan/programme for the student.
- 4.5 To record their support and report on the development, progress and attainment of the student as required by the Service, in accordance with the Code of Practice.
- 4.6 To assist in the physical well-being of the students, where appropriate
- 4.7 To attend Learning Support meetings and training and development activities, as required by the Director of Learning Support.
- 4.8 Such other duties as the Team Manager/Leader may from time to time require.

#### **Note**

1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.