



Healdswood Infant and Nursery School Job Description

POST : Intervention Assistant (1-1) Fixed term contract for 1 year to start September 2023

SALARY GRADE: NJE Grade 3 (5-7)

WORKING HOURS: 37 hours Term Time Only

STATUS: Intervention Assistant Team

RESPONSIBLE TO: Head Teacher

Purpose:

- To develop and deliver programmes and strategies to support pupils with learning as guided by teachers / SENDCo/HOS
- To work within and support the work of the Intervention Team and teaching staff
- To work in partnership with families and children and professionals from a range of statutory, private and voluntary organisations, to deliver a range of services identified through the School.
- To support out of lesson learning activities

Duties

Teaching and Learning

- Plan and deliver programmes to pupils in order to raise levels of achievement as guided by teachers
- Assess and monitor pupil progress as appropriate.
- Provide support for individual pupils to enable them to participate fully in activities
- Support pupils with learning, ASD, emotional or behavioural problems and help to develop their learning and social skills through planning and delivering specific programmes with guidance from teachers.

Support to Families

- To maintain good working relationships with parents, all agencies and individuals involved in the delivery of services and the early identification of need as advised by teachers.
- To provide positive experiences for children which enable them to achieve appropriate developmental and academic milestones and ensure that the needs of each individual child is catered for.
- To maintain detailed recording and assessments of each child's progress within their specific plan and ensure accuracy of recorded information and data.
- To work to deadlines and within specific timescales for monitoring, recording and other such purposes.

- To act as a representative of the school at internal meetings/events
- To take part in monitoring, evaluation and parent consultations.

General

- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.
- Responsibility for the safeguarding and promoting the welfare of children
- To supervise children at break and lunch
- To plan and deliver enrichment activities
- To supervise pupils in unstructured times

Health and Safety

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development – Personal

- Undertake any professional development necessary as identified in SIP.

Additional points

All staff are required to maintain confidentiality in relation to pupils, staff and parent information.

All staff are expected to comply with School and policies

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Head of School. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.