**Job Description: INA**

**Reporting to: Principal and Assistant Head for Inclusion**

**Location: ARK Little Ridge Primary Academy**

**Working Pattern: Term Time**

**Salary: Ark Support Scale Grade 3, Point 2**

The Role

As an Individual Needs Assistant you will support pupils and teachers, to establish a supportive learning environment throughout the school in which children make good academic progress. You will be instrumental in our mission to provide every student, regardless of their circumstance, a great education and real choices in life. This role may include working with pupils in small groups or on a 1:1 basis with their academic, social, emotional and or behavioural support.

Key Responsibilities

**Learning Support**

* Support pupil learning through the delivery of specific learning programmes, setting high expectations whilst encouraging their independence and building their confidence
* Promote inclusion, encouraging pupils to interact and work collaboratively
* Work with the SENCO and other teachers to assess the needs of individual children, contribute to and implement Ark Learning Plans
* Adapt and develop resources for EAL and SEND pupils, enabling them to access the curriculum
* Assist with follow-through for related services (speech/language/physical therapy etc.)
* Observe, record and feedback information of pupil performance
* Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives
* Assist pupils' achievement outside of the classroom, e.g. forest school, break times
* Provide additional nurture to individuals when requested
* Proactivity to work reactively based on a child’s individual needs
* Work collaboratively with staff to gather evidence related to the child’s development

**Support for the school**

* Supervise pupils in playgrounds, lunchrooms etc and assist with general pastoral care
* To use a variety of school environments and stimuli to adapt the learning to suit the needs of the pupil
* Administer first aid and intimate care if needed. Provide support for pupils with medical needs
* Accompany teachers and pupils on trips and out of school activities as required within contract hours, taking responsibility for pupils under the supervision of the teacher
* To promote the acceptance and inclusion of pupils with SEN and to champion and celebrate their successes

Other

* Actively promote the safety and welfare of our children and young people including confidentiality
* Ensure compliance with Ark’s data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.