**JOB DESCRIPTION: One to One Individual Support Assistant with personal care**

To work under the instruction of the Learning Access Director to support a named pupil with Special Educational Needs. This may be within the class setting under the supervision of the class teacher, or in small group enhancement work, or individually.

**Basic requirements**

Ideally applicants will have a recognised qualification and experience of working with students who have a broad spectrum of learning difficulties at Key Stages 3, 4 and 5, including those with Statements of Special Needs. [Training will be given where necessary.]

* One to one support in lessons to address the pupil’s personal care needs and close supervision while moving around the corridors at busy times.
* Two to one support for toileting
* Time during the day to practise his exercise programme.
* Candidates should have a qualification in English and Mathematics equivalent to at least NVQ level 2.
* Knowledge of the key factors that can affect the way students learn.
* Sound literacy and numeracy skills.
* Ability to make use of ICT to support students’ learning.
* Able to confidently and competently apply knowledge and skills acquired from training into a practical classroom context.
* Good planning and organisational skills.
* Ability to motivate and encourage students.
* Awareness of child protection and bullying issues.
* Aware of and willing to promote the school’s inclusion policies and practices.
* Ability to use basic technology resources.
* Be willing to work flexible hours to assist with examination periods.

**Summary of Responsibilities and Duties:**

The following list of responsibilities and duties are not exhaustive.

**Support for the students**

* Supervise and provide particular support for the pupil, ensuring their safety and access to learning activities.
* Assist with the development and implementation of Health Care Plans/ Individual Education/Personal Education Support Plans and Pastoral Support Programmes.
* Establish constructive relationships with the pupil and interact with them according to individual needs.
* Promote the inclusion and acceptance of all students.
* Encourage students to interact with others and engage in activities led by the teacher.
* Set challenging and demanding expectations and promote self-esteem and independence.
* Provide feedback to students in relation to progress and achievement under guidance of the teacher.
* Where appropriate, help manually assist pupils safely to the toilet
* Invigilate during examination periods especially for those students with access arrangements (may require working beyond usual hours).

**Support for the Teacher**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students’ work.
* Use strategies, in liaison with the teacher, to support students to achieve learning goals.
* Assist with the planning of learning activities where possible, to ensure students make progress.
* Monitor students’ responses to learning activities and accurately record achievement/progress as directed.
* Provide regular feedback to teachers on student’s achievement, progress, problems etc.
* Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
* Administer routine tests and invigilate exams as requested. To undertake the routine marking of student’s work.

**Support for the Curriculum**

* Work with subject teachers to support the students within the class setting using agreed activities and strategies so that they are able to undertake the set tasks. It may be necessary to adjust the activity according to student responses.
* Undertake programmes linked to national and local learning strategies, recording achievement and feeding back to the Learning Support Manager and subject teacher as required.
* Support the use of ICT in learning activities and develop students’s competence and independence in its use.
* Prepare and maintain and use equipment/resources as directed by the teacher and assist students in their use.

**Support for the School**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes as requested.
* Accompany teaching staff and students on visits, trips and out of school activities as required.

**Training**

Bishop Justus Church of England School has been recognized as an Investor in People and is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department’s needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

**Special Conditions:**

* Well presented and of smart professional appearance.
* Responsive to various changing and often conflicting demands.
* Diplomacy, tact and discretion.
* Willingness and ability to work flexible hours and across a range of work areas to meet service requirements.
* Respect the confidentiality of information handled, and to observe the principles of the Data Protection Act.
* Must be willing to undertake future relevant training.
* Empathy with the aims and ethos of a Church school.

**Other:**

* Ability to get things done correctly and on time.
* Willingness to be flexible with time.
* Enjoy the presence of young people.
* To impress those around you with a sense of purpose and commitment to the school and team.
* A knowledge of health and safety in the workplace.
* A knowledge of equal opportunities.
* A sense of humour.

***At Bishop Justus School staff are expected to work in line with the school’s Ethos.***