



**Job Description and Person Specification**  
Resource Base Integration Assistant  
Hazel Grove High School



## Resource Base Integration Assistant

**Salary:** Scale 3

To support the inclusion of students who have severe or profound learning difficulties, the students may also have physical disabilities

### **Main Duties and Responsibilities**

#### **Main Duties and Responsibilities:**

- To prepare differentiated materials to support student learning within the mainstream environment.
- To support teaching and learning activities and experiences for resources students across the school.
- To work as a member of a team, under the guidance of resources teaching staff, to develop and implement agreed individual work and thereby programmes for resources students.
- To assist the resource teachers in the review cycle and in the management and preparation of resources.
- To work with individuals or small groups within the resource base under the direction of the resource teacher.
- To ensure the health safety and well being of resourced students throughout the school day.

#### **Job Activities:**

##### **Planning:**

- To liaise with subject teachers about future areas of work to be covered and develop student centred differentiated materials.
- To develop and produce topic and project related activity books which tie into subject specific programs of study.
- To help with the development and production of generalised activity books which support IEP targets.

##### **Monitoring and Assessment**

- To monitor, assess and report on student behaviour and progress.
- To contribute to target setting and the annual review process.
- To contribute to the communication links with parents by writing in link books and responding to parental enquiries.

##### **Teaching and Learning**

- To provide support in mainstream classrooms.
- To work with individuals or small groups within the resource base under the direction of the resource base teachers.
- To implement programs, strategies and therapies under the direction of outside agencies.

##### **Personal Care**

- To assist with toileting routines.
- To change soiled or wet students.
- To assist with changing and dressing.

- Use a hoist when necessary.
- To assist with off-site trips and visits.
- Assist with swimming.
- Remove and replace orthotic aids.
- Supervise and assist at morning break.
- To administer medication as necessary; injections and regular medication whilst on residential activities, rescue medication for epilepsy etc.

**General:**

- To assist students with movement around school.
- To assist with presentation and display within the resource base
- To assist with the preparation, care and storage of resource base equipment and resources.
- General
- To strictly observe the principles of confidentiality and Data Protection.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Support the School's implementation of all other current statutory requirements, e.g. Equality Act, Equal Opportunities, Child Protection.
- Participate in new initiatives and future changes in service delivery improvements to support the objectives of the School.
- The post holder will be expected to undertake any other duties to the level of the post, which may be required by the line manager.
- To fulfil personal requirements, where appropriate, with regard to School policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To have responsibility for promoting and safeguarding the welfare of all students.
- The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, to work positively and inclusively with colleagues and stakeholders so that the School provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disability.

## Person Specification

Attributes	Essential	Desirable	How identified
Relevant experience		<ul style="list-style-type: none"> <li>• Experience of working with or caring for children with special needs</li> <li>• Experience of a mainstream environment</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
Education and training	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills. GCSE or equivalent including Mathematics and English at Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further training / personal career development</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>• Able to understand the needs of children</li> <li>• Excellent communication and interpersonal skills, written and verbal</li> <li>• Able to establish and maintain boundaries within which children can feel safe and thrive</li> <li>• Committed to the philosophy of inclusion</li> <li>• Good listening skills</li> <li>• Ability to work proactively on own initiative and effectively as part of a team</li> <li>• Committed to safeguarding of children and young people and their best interests</li> <li>• Able to commit to personal development and progression</li> </ul>	<ul style="list-style-type: none"> <li>• Able to use sign language or a willingness to learn</li> <li>• Ability to use Microsoft Office, Word, Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>

October 2019

**The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**