



# **Claverham Community College**

## **Individual Needs Assistant**

Information for Applicants

Principal: Mr P Swatton

North Trade Road,  
Battle,  
East Sussex  
TN33 0HT  
Tel: (01424) 772155  
Fax: (01424) 774106  
e-mail: [info@claverham.org](mailto:info@claverham.org)  
Website: [www.claverham.org](http://www.claverham.org)

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Dear Applicant.

**Re: Post of Individual Needs Assistant**

Thank you for your enquiry regarding the vacancy for the above named post. The post is 31.25 hours per week 8.45am – 3.20pm 5 days a week term time only and will be paid on Single Status Grade 3 point 5 – 7 £16,755 - £17,007 (actual is £12,518 – £12,706 per annum).

We seek to appoint an Individual Needs Assistant to support a Year 8 pupil. The post will include a wide range of responsibilities including aspects of personal care.. You will have excellent interpersonal and communication skills, be well organised and enjoy working as part of a team.

In return we offer access to Battle Sports Centre and a competitive employee pension scheme.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the College;
- The job description;
- The person specification.

For an informal chat about the role and further information, please contact Mrs S Cotterill (Assistant Senco) at the College.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to [recruitment@claverham.org](mailto:recruitment@claverham.org) by the closing date of Friday 8<sup>th</sup> February 2019. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This Post is subject to an enhanced DBS disclosure.

If you require any further information, please call 01424 772155.

Yours sincerely,



Mr P Swatton  
**Principal**

## **About Claverham Community College**

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.

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### Job Description

<b>DEPARTMENT:</b>	<b>Schools</b>
<b>LOCATION:</b>	Claverham Community College
<b>JOB TITLE:</b>	Individual Needs Assistant
<b>GRADE:</b>	East Sussex Single Status 3
<b>RESPONSIBLE TO:</b>	Headteacher
<b>MAIN PURPOSE OF THE JOB:</b>	To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

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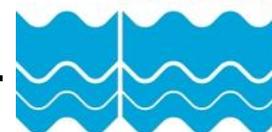
### KEY TASKS

- 1 To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
  - Clarifying and explaining instructions
  - Ensuring the pupil(s) is able to use equipment and materials provided
  - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
  - Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc
  - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate
  - Providing additional nurture to individuals when requested by the class teacher or SENCO
  - Consistently and effectively implementing agreed behaviour management strategies
  - Helping to make appropriate resources to support the pupil(s)
  - Meeting pupils' physical needs while encouraging independence e.g. help pupils to change for PE lessons or swimming, clean and reassure pupils after accidental soiling of clothes, help with mobility around the school

- 2 To establish supportive relationships with the pupil(s) concerned
- 3 To determine the intervention strategies to be used to manage the behaviour of pupils with behavioural or emotional difficulties with the teacher.
- 4 To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- 5 Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- 6 To give positive encouragement, feedback and praise to reinforce and sustain the pupil(s) efforts and develop self reliance and self esteem.
- 7 To mark pupils' work under the direction of the class teacher
- 8 To support the pupil(s) in developing social skills both in and out of the classroom
- 9 To support the use of ICT in learning activities
- 10 To provide regular feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- 11 Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- 12 When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
- 13 To use the school's system for recording progress
- 14 Where appropriate, to know and apply positive handling techniques
- 15 To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
- 16 To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc

- 17 Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- 18 To be aware of confidential issues linked to home/pupil/teacher/school
- 19 To contribute towards reviews of pupil(s)' progress as appropriate
- 20 To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- 21 To take part in training activities offered by the school and the county to further knowledge (within employed hours)
- 22 To be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
- 23 To accompany teacher and pupils on educational visits
- 24 To provide individual support, as required, during examination sessions
- 25 To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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## Person Specification

**Post Title: Individual Needs Assistant**  
**Location: Claverham Community College**

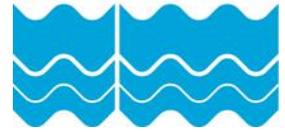
**Grade: Single Status 3**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to use language and other communication skills that pupils can understand and relate to</li> <li>• Able to converse at ease with customer and provide advice in accurate spoken English</li> <li>• Ability to establish positive relationships with pupils and empathise with their needs</li> <li>• Ability to demonstrate active listening skills</li> <li>• Ability to consistently and effectively implement agreed behaviour management strategies</li> <li>• Ability to provide levels of individual attention, reassurance and help with learning tasks as</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>

	<p>appropriate to pupils' needs, encouraging the pupil to stay on task</p> <ul style="list-style-type: none"> <li>• Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</li> <li>• Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills</li> <li>• Ability to assist in the recording of lessons and assessment as required by the teacher</li> <li>• Ability to offer constructive feedback to pupils to reinforce self-esteem</li> <li>• Ability to work effectively and supportively as a member of the school team</li> <li>• Ability to work within and apply all school policies e.g. behaviour management, child protection, Health &amp; Safety, Equal Opportunities etc</li> </ul>		
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<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ3 in a child-related subject or equivalent</li> <li>• A good standard of education particularly in English and Mathematics</li> </ul>	•	• Application /Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</li> <li>• Knowledge of SEN Code of Practice</li> <li>• Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils</li> </ul>		• Application /Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supporting children in a classroom environment, including those with special educational needs</li> <li>• Experience of using Information Technology to support pupils in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a range of settings or with more than one year group</li> </ul>	• Application /Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and developmental opportunities offered</li> </ul>		• Application /Interview

	<p>by the school and county, to further knowledge</p> <ul style="list-style-type: none"><li>• Willingness to maintain confidentiality on all school matters</li></ul>		
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**Health & Safety Functions**

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	X

## **The Selection Process**

The interview process will involve:

- A tour of the school;
- Meeting with the SENCO;
- Formal interview.

We look forward to receiving your application.

**Deadline for receiving applications: Friday 8<sup>th</sup> February 2019.**