# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Specialist INA

# School: Barcombe C of E School

# Grade: [Single Status 5](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: SENDCo

# Responsible for:

# Purpose of the Role:

To work under the guidance of the teacher and SENCo and specialist team to provide support for a child with a Physical Disability, Visual and Hearing impairment and Communication and Interaction Needs.

### Key tasks

1. Assist with the implementation of an EHCP. Use a range of strategies to support the development of individual pupil’s communication skills, including the use of sign supported English.
2. Implement agreed strategies to ensure access to learning activities and promote inclusion.
3. Train in, and have continued updates in, tracheostomy care and gastrostomy feeding.
4. Carry out tracheostomy and gastrostomy changing as required.
5. Carry out agreed learning activities with an individual pupil.
6. Monitor and record pupil progress and achievements, particularly medical needs, communication skills, and feedback to the team around the child including parents.
7. Establish constructive relationships with the identified pupil, set challenging expectations and promote self-esteem, resilience and independence.
8. Attend and participate in review meetings with the specialist team to plan learning activities and review pupil progress and achievement.
9. Promote Visual and Hearing impairment and Communication and Interaction Needs across the school.
10. Provide high level of structure and routine for the identified child.
11. Establish positive relationships with parents and colleagues.
12. Help create and maintain a purposeful, organised and supportive environment and assist with the preparation and maintenance of resources.
13. Assist with the supervision an individual pupil out of lesson times including break/ lunchtimes/toileting and during out of school visits as requested.
14. Participate in school and service training and performance appraisal as required.
15. Comply with school and policies relating to Safeguarding, behaviour, health and safety, confidentiality, data protection and equal opportunities, reporting any concerns to the teacher, SENDCo and DLS.
16. The list of duties above is not exhaustive. You may be asked to undertake various other duties as may reasonably be required within the post.

# PERSON SPECIFICATION

# Essential education and qualifications

* NVQ 2 for Teaching Assistants or equivalent qualification or experience
* BSL Level 1 signing or above, or willingness to train

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Willingness to train in tracheostomy care, with continued updates, and to take responsibility for this.
* Willingness to train in gastrostomy feeding and care.
* Ability to provide effective communication support, including sign supported English (following training if necessary) to individual pupils as required to facilitate access to class-based activities.
* Ability to promote deaf awareness and model effective support strategies within the school.
* Ability to provide flexible support to pupils to facilitate access to the curriculum whilst encouraging independence.
* Ability to record and present information clearly.
* Ability to use ICT and other equipment and technology e.g. video
* Ability to work under own initiative and demonstrate good organisational skills.
* Ability to self-evaluate learning needs and actively seek learning opportunities and professional development.
* Creative skills to prepare learning materials and resources.
* Ability to work constructively as part of a team, understanding roles and responsibilities and your own positions within these.
* Ability to work within the framework of school and Service policies and relevant legislation.
* General understanding of foundation / national curriculum and basic learning strategies.
* Basic understanding of child development and learning
* Willingness to undertake training in working with hearing and visual impairment.
* Experience working with or caring for children 4-11 years old.
* Experience of supporting pupils in mainstream classes
* Experience of the effective use of ICT to support learning.
* To be able to demonstrate a commitment to the principles of Equalities and be able to carry out duties in accordance with the Council’s Equalities Policy

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Ideally experience in tracheostomy care
* Ideally experience in gastrostomy feeding care
* Experience in sign support English
* Early years’ experience

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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 are 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.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes/No |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |