

Information for Prospective Candidates



Gildredge
House

An Ofsted
GOOD
School



JUNE 12 2025

Position: Individual Needs Assistant - Primary

Hours: 35 hours per week. Term-time only.

Start date: 01 September 2025. Fixed-term contract

Deadline: Please see closing date on the website

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Individual Needs Assistant** in our Primary phase. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk

INDIVIDUAL NEEDS ASSISTANT - Fixed-term contract until 31.08.2026 in the first instance.

CLOSING DATE: Please refer to the closing date on the website

START DATE: 02 September 2025

INTERVIEWS: During the week following the closing date (please refer to the website)

HOURS OF WORK: 35 hours per week, term-time only. Contracted for 43.2 weeks per year, including paid holidays.

- *Do you want to be part of a school where your contribution is valued and celebrated?*
- *Would you like to support children with high aspirations who are keen to learn?*
- *Do you have experience of working with hearing impaired students within a classroom environment?*
- *Do you have experience of using British Sign Language (BSL) or would be willing to learn this skill?*

We are looking to appoint an exceptional candidate to the post of Individual Needs Assistant in our Primary phase for our 4-16 free school, initially working in EYFS.. You will be working within a team of highly dedicated and flexible staff members who understand the need to be flexible in approach, so that all children can be successful. We are seeking candidates that have energy and enthusiasm for supporting students in a busy school environment.

We are particularly keen to hear from applicants who have previous knowledge and experience in the following areas:

- Using BSL with hearing impaired children
- Working with children with speech, language and communication and hearing loss needs
- Using Speech Link and Language Link interventions
- Willingness to undergo training with the Deaf Awareness team and the Hearing Impaired support team

At Gildredge House each individual is known and valued. Students are inspired to discover their passions and realise their academic potential. You will join a strong team of inspirational Teachers and Teaching Assistants in an exciting environment where learning is fun. If you are an imaginative and dynamic practitioner - with the capability of engaging and enthusing all students and the belief that everyone can succeed - we want to hear from you.

As an Individual Needs Assistant at Gildredge House you will be expected to have the flexibility and skills to work within the team, providing appropriate support to the children and teaching staff in delivering the curriculum.

We would welcome visits from prospective candidates - please contact us to enquire:

careers@gildredgehouse.org.uk

Gildredge House offers:

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

Our school motto: 'Aspire'

As an employee of the school, you would benefit from:

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom
- On-site parking

Starting Salary: £18,830 p.a. pro rata (£24,027 FTE) which equates to Grade 3 point 7 on the Support Staff Pay Scale for 2024-25. You would be required to work 43.2 weeks per year (includes 36.4 weeks of term-time plus 1 week of INSET plus 5.6 weeks' paid holiday).

If you are interested in the position, please download the Application Pack on our website.

Please complete the Application for Employment Form and return to careers@gildredgehouse.org.uk by the closing date on the website.

If you wish to discuss the post further, please contact the Head of Primary, Mrs Helen Punter-Bruce on the following email address: h.punter-bruce@gildredgehouse.org.uk

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that you are not a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

Individual Needs Assistant: Job Description

Responsible to Head of Primary

Main Responsibilities, Tasks and Duties

1. Post

Individual Needs Assistant

2. Job Purpose

To assist in the support and inclusion of individual or small groups of named students with specific individual needs, as detailed on their Additional Needs Plans (ANR) or their Education, Health and Care Plan. To carry out further wider support for class-based students, when the opportunity arises.

3. Particular Responsibilities

The particular responsibilities attaching to the post of Individual Needs Assistant are as follows:

- (a) To support an individual student(s) within class-based and small group interventions, and across the school day as required, and in line with objectives set out on the supporting SEND documentation.
- (b) To work alongside teaching staff in developing and adapting teaching materials to enable students to make progress, in line with individual targets.
- (c) To develop an understanding of the specific needs of the students being supported and build strategies that will positively promote the welfare and progress of the student.
- (d) To aid the students to learn as effectively as possible in both group and individual settings, inside and outside of the classroom environment.
- (e) To promote safeguarding, student well-being and equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy in keeping with the Equality Act 2010

4. Aiding Student Progress and Well-being

Although not an exhaustive list, we would see the following activities as being central to the role:

- Clarifying and explaining instructions

- Motivating and encouraging the students
- Supporting the students' development in all areas of the curriculum
- Assisting the students in the completion of tasks within class
- Developing and adapting resources
- Assisting in the management of the students' social interaction and behaviour
- To carry out any specific duties as outlined in the students' Individual Education Plans.
- To provide feedback relating to the students' difficulties and/progress to teaching staff
- Where appropriate, to foster links between home and school
- To liaise, advise and consult with other members of the teaching support team.
- To contribute to Review Meetings, as appropriate
- To participate in relevant Continuing Professional Development (CPD)
- To follow all appropriate school policies
- To maintain professional standards

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, well-being and care of students.

Elements of this job description and changes to it may be negotiated at the request of either the Head of School or the wider Senior Leadership team or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Head of Primary from time to time.

Additional Duties and Involvement

The following duties and areas of Involvement are specific to this role within Gildredge House and are in addition to those listed above. It is accepted that these items are appropriate to the salary scale for this post.

General Expectations

- Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

Professional Development

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

Additional Information


- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- 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.

Individual Needs Assistant: Person Specification

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
Experience of supporting students with speech, language and communication & hearing loss needs		✓
A willingness to undertake professional qualifications to support the needs of our children	✓	
Experience of supporting children with managing their behaviour	✓	
Evidence of supporting children with emotional needs	✓	
GCSE English and Maths at Grade C+/Grade 4+		✓
SKILLS AND KNOWLEDGE		
A knowledge and understanding of school curriculum	✓	
Experience of using British Sign Language		✓
A knowledge and understanding of assessment, monitoring, target-setting and evaluation, using this information to inform future planning.		✓
PROFESSIONAL SKILLS		
Experience of using Speech Link and Language Link interventions		✓
Able to reflect on and analyse own practice	✓	
High expectations of achievement and behaviour	✓	
Flexibility and desire to work as part of a team	✓	
Good organisational skills in work-related matters	✓	
A good level of ICT skills		✓
A good understanding of the principles of positive behaviour management	✓	
Willingness to undergo training with the Deaf Awareness team and the Hearing Impaired support team	✓	
PERSONAL QUALITIES		
A caring nature and a genuine love of children	✓	
An enthusiasm and desire to provide the best possible experience for the children	✓	
The willingness to challenge yourself and achieve excellence	✓	
Able to show resilience and sense of humour	✓	
Able to work to deadlines and to work well under pressure	✓	
The ability to inspire confidence in parents and colleagues in equal measure	✓	
Tactful, respectful and sensitive to the needs of others	✓	
Flexible and adaptable in approaching new ideas	✓	
Strong commitment to the values and ethos of Gildredge House	✓	

OUR MISSION - ASPIRE, IN ALL THAT WE DO

At Gildredge House, our vision is clear and underpinned by a strong value-based education where learning in and out of the classroom is prioritised, to support students to achieve their potential and beyond. We have the highest aspirations for our school and every member of our school community



If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to careers@gildredgehouse.org.uk by 9.00am on the closing date.

We look forward to hearing from you.