

Information for Prospective Candidates



Gildredge
House

An Ofsted
GOOD
School



SEPTEMBER 10 2026

Position: Individual Needs Assistant - Primary

Hours: Full-time; 35 hours per week; term-time

Start date: October/November 2026. Temporary 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

This is a temporary contract for one year in the first instance. Please note, as this role is funded through ring-fenced Special Needs top up funding, it is dependent on the relevant student remaining at Gildredge House. If the student were to leave the school, this would lead to the associated role and the contract ending at the same time.

CLOSING DATE: Monday 05 October 2026 at 9:00 am

START DATE: 1st November or in October, as soon as pre-employment checks are complete

INTERVIEWS: Monday 12 October 2026

HOURS OF WORK: 35 hours per week, with a 30-minute unpaid break each day;
8:00 am – 3:30 pm, Mon-Fri in term-time only

Starting Salary: Actual salary £20,074 p.a. pro rata (£24,229 GH FTE for 2026-2027) Contracted for 43.2 weeks per year, including 1 week of INSET and paid holidays.

- *Do you want to make a meaningful difference for a pupil with high communication and interaction needs, where your contribution is recognised and valued?*
- *Would you enjoy supporting a child with complex communication needs to access learning and achieve their full potential?*
- *Do you have experience of working with pupils who require tailored communication approaches within the classroom?*
- *Are you skilled in using or willing to develop alternative and augmentative communication strategies (e.g. visual supports, PECS, or communication aids)?*
- *Do you have a patient, nurturing approach and a commitment to building strong, trusting relationships to support engagement and independence?*

We are seeking a caring, enthusiastic and adaptable Individual Needs Assistant (INA) to support a student in Key Stage 2 who is developing their language and social skills, whilst also playing an important role within our Early Years Foundation Stage (EYFS) classrooms. This varied position is currently split across the school day, requiring someone who can build positive relationships, provide targeted support to help students access learning, and contribute to a nurturing and inclusive classroom environment. The successful candidate will be patient, creative and committed to helping every child thrive, working closely with teachers and support staff to promote confidence, communication and independence across both age phases.

Experience of supporting students with additional needs and/or working within EYFS would be advantageous, although training and support will be provided for the right candidate.

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

- Experience of supporting children with speech, language and communication needs (SLCN) and/or social communication difficulties within a classroom setting
- Ability to use or willingness to learn a range of communication strategies (e.g. visual supports, PECS, Makaton, communication aids) to support understanding and expression
- Experience of delivering or supporting targeted interventions (e.g. Speech Link, Language Link, or similar communication programmes)
- Understanding of how to adapt the learning environment and interactions to meet individual communication and interaction needs
- Willingness to engage in ongoing professional development, including training from Speech and Language Therapy and specialist communication support teams

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

If you are interested in applying for one of these positions, please download the Application Pack on our website and please indicate in your application whether you are applying for the full-time or the part-time role.

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

Job Title

Individual Needs Assistant

Gildredge House Support Staff Scale: Grade 3.7

Responsible to Head of Primary

Main Purpose of the Role

To support the learning, progress and wellbeing of students with additional needs, enabling them to access a broad and balanced curriculum and achieve their full potential.

The post holder will provide flexible, needs-led support, working individually with students and with small groups or across the class, in line with the school's inclusive approach and provision model.

Key Responsibilities

1. Supporting Teaching, Learning and Progress

- Support students to access high-quality teaching through appropriate scaffolding and adaptations.
- Work with individuals, small groups, or across the class as directed by the teacher and SENDCo.
- Clarify instructions, model learning and break down tasks to support understanding.
- Promote student independence by using strategies that reduce reliance on adult support over time.
- Support the delivery of targeted interventions in line with student needs (e.g. literacy, numeracy, communication, SEMH).

2. Inclusion and Adaptive Practice

- Promote an inclusive classroom environment where all students feel valued and able to participate.
- Support adaptive teaching approaches to meet a range of SEND needs.
- Encourage positive peer relationships and support students to develop social communication skills.
- Help remove barriers to learning so students can engage fully with the curriculum.

3. Behaviour, Pastoral and SEMH Support

- Implement consistent behaviour approaches aligned with the school's behaviour policy.
- Support students with social, emotional and mental health (SEMH) needs through nurturing and structured support.
- Help students regulate emotions and develop appropriate coping strategies.
- Provide positive reinforcement to build confidence, resilience and self-esteem.

4. Working in Partnership with Staff and Families

- Work collaboratively with teachers, the SENDCo and other professionals to deliver provision.
- Contribute to SEND planning, including Additional Needs Plans and reviews where appropriate.
- Share accurate and timely feedback on student engagement, progress and wellbeing.
- Where appropriate, support communication between school and families.

5. Assessment and Monitoring Impact

- Observe and record students' responses to learning activities.
- Provide feedback to inform teaching, planning and next steps.
- Support the implementation and evaluation of interventions.
- Contribute to evidence gathering for SEND support cycles (assess-plan-do-review).

6. Supporting Physical and Practical Needs

- Support students with physical, sensory or personal care needs where required, promoting dignity and independence.
- Prepare and organise learning resources and adapt materials to meet student needs.
- Support students to use specialist equipment where appropriate.

7. Safeguarding and Professional Responsibilities

- Safeguard and promote the welfare of all students at all times.
- Follow all school policies, including safeguarding, behaviour, health and safety, and equality.
- Maintain confidentiality and professional boundaries.
- Engage in ongoing professional development and training.

- Contribute positively to the wider ethos and life of Gildredge House.

Flexible and Needs-Led Deployment

This is a flexible role within an inclusive provision model. The Individual Needs Assistant may:

- Work 1:1 with a named student,
- Support small groups delivering targeted interventions,
- Or provide in-class support across a wider group of students.

Deployment will be determined by student need and school priorities and may change over time.

General Expectations

- To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.
- To perform such other tasks as may reasonably be required by the line manager or by the Head of Primary
- 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.
- 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.

- The post-holder is expected to carry out such duties as may reasonably be required by the Head of Primary from time to time, which are commensurate with the grade.

Individual Needs Assistant: Person Specification

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
Experience of supporting students with speech, language and communication 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	✓	
Experience of supporting children with Down's syndrome		✓
GCSE English and Maths at Grade C+/Grade 4+		✓
SKILLS AND KNOWLEDGE		
A knowledge and understanding of school curriculum	✓	
Experience of using alternative forms of communication (PECS, Makaton, British Sign Language as examples)		✓
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	✓	
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.