

**JOB DESCRIPTION**

**Job title**: Inclusion Support Assistant

**Scale:**

**Responsible to**: Inclusion Higher Level Teaching Assistant and Assistant

Headteacher for Inclusion

**Hours:**

**Purpose of Job**

To provide intervention programmes for pupils with Special Educational Needs and English as an Additional Language, ensuring that this provision is of the highest quality so that pupils make the most progress.

**Key Duties and responsibilities**

**Direct work with pupils:**

* To provide group and 1:1 interventions for pupils with additional needs as per provision maps and timetables.
* To plan and deliver provision, following guidance from the Inclusion Teaching Assistants and / or Launch Pad Co-ordinator, ensuring pupils make good progress towards their targets.
* To locate or create all resources required to provide interventions for pupils.
* To pro-actively identify pupils at risk of not making good progress and raise concerns / seek advice from the Inclusion Teaching Assistant / Launch Pad Co-ordinator.
* To complete assessments of pupil progress towards targets and report results to the Inclusion HLTA.

**Collaboration with specialist professionals:**

* To liaise directly with specialist educational and health professionals such as the Speech and Language Therapist, Occupational Therapist and Educational Psychologist.
* To act on advice from these professionals, making adjustments to interventions as appropriate.
* To request support from these professionals where additional advice, strategies and direct work is required for individual pupils to overcome barriers to learning and make good progress.

**Collaboration with parents:**

* When required, meet with parents to explain and discuss the SEP or EALP their child is receiving.

**Collaboration with other school staff:**

* To liaise with other members of the inclusion team to ensure that pupils with additional needs have their needs fully met.

The Post Holder must be aware of the confidential nature of the work required.

The Post Holder will be expected to undertake such other tasks that are commensurate with the general level of responsibility and scope of the post, as may be decided by the Headteacher, Assistant Headteacher for Inclusion or Governing Body in the context of the school’s changing needs.

This job description may be amended at any time after consultation with the post holder.