



<b>Post Title:</b>	<b>Inclusion Support Assistant (term time only)</b>
<b>Department:</b>	Student Services
<b>Salary:</b>	<b>Grade: Bexley 5-7</b> <b>FTE: £24,804-£29,214</b> <b>Pro rata: £21,334 -£25,126 (depending on experience) 39 weeks</b>
<b>Responsible to:</b>	<b>SENCo</b>
<b>Responsible for:</b>	<b>In-class support for vulnerable students</b>
<b>Functional links with:</b>	Deputy Head for Inclusion, Assistant Head for Behaviour and Attitudes, Students, Head of House, Safeguarding Attendance and Student Welfare Assistants, Teaching Staff, Parents, Local Authority Staff, SENDCO, Family Liaison/Educational Welfare Officer, Safeguarding Attendance and Student Welfare Manager, Designated Safeguarding Lead, Deputy Safeguarding Leads. Medical Officer. Pastoral Coaches. External Agencies.
<b>Main Purpose of the role</b>	<ul style="list-style-type: none"> <li>• To support the day-to-day running of the SEND and Student Hub department with a focus on student support.</li> <li>• To work with the SENCo to provide deliver small planned interventions such as study support, 1:1 mentoring and time out/'safe space' provision.</li> <li>• To undertake general administration for the department.</li> <li>• To contribute to the department's vision for inclusion in a high-achieving grammar school.</li> <li>• This role would suit a High-Level Inclusion Support Assistant or SEN assistant who is interested in extending their experience in a dynamic and unique school.</li> </ul>

The Post holder will uphold the vision of the school:

Townley Grammar School is one of the top 100 schools in the country. We are a multicultural girls' selective school with specialism in Performing and Visual Arts with Mathematics and Computing with boys in the Sixth Form. Rated as Outstanding by Ofsted, our students come from a wide socioeconomic background, which makes our school environment richly diverse.

We develop students' knowledge, academic excellence and character by building their resilience, compassion and ambition. These core values provide our young people with the wisdom and independence to make the right choices and lead happy, fulfilled lives. The Post holder will uphold the vision of Townley Grammar School.

### **Main Duties**

- Planning interventions alongside the SENCo and sometimes with support from external agencies for support for dyslexia, mental health, social communication needs, Young Carers support family and community issues.
- To lead the Mental Health and Wellbeing Student ambassadors to continue to build the school's commitment to supporting wellbeing.
- To act as a keyworker for a small number of students who have an SEN support plan
- To support the SENCo in meetings as appropriate
- To undertake administration for the SEND and Student Hub department including the administration of projects related to Key Stage transitions and Access Arrangements for examinations.

### **Aims**

- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs in and out of the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Assist the SENCo and other pastoral and teaching staff in encouraging acceptance and integration of children with special needs, or from different cultures and/or with a different first language
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

### **Monitoring and Assessment**

- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Undertake and help develop recording and monitoring systems for interventions.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings which are sometimes held outside school hours.
- Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

### **Behavioural and Pastoral**

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.

- Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

### **Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan including up to date technical knowledge taking full advantage of any relevant training and development available.

### **General**

This job description is intended to provide guidance on the range of duties associated with the post. It is not a comprehensive list of tasks but sets out the main expectations of the school. It will also be necessary for the post holder to undertake additional duties as required by the Headteacher.

### **Statutory Duties**

#### **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children and young people in line with the School's Safeguarding Procedure.

#### **Health and Safety**

The post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the school on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety and welfare.

#### **Equal Opportunities**

The post holder has a responsibility to understand and abide by the obligations laid down in the School's Equal Opportunities Policy and Dignity at Work Policy.

All staff are expected to maintain high standards of customer care in the context of Townley Grammar School Core Values and to participate in training activities

Townley Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.

SIGNED \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATED \_\_\_\_\_