

## JOB DESCRIPTION



POST HOLDER	Inclusion Support Worker – SEND Practitioner
RESPONSIBLE TO	Executive SENCO
DETAILS OF POST	<ul style="list-style-type: none"> <li>• 37 hours per week, term time only plus one additional day</li> <li>• 8.00am – 4.00pm Monday to Thursday and 8.00am to 3.30pm Friday</li> <li>• NJC Grade C1, Scale points 12-17</li> <li>• Full time salary £27,711 - £30,060 per annum</li> <li>• Actual salary £23,357 - £25,337 per annum</li> </ul>
JOB PURPOSE	<ul style="list-style-type: none"> <li>• To manage the Hub</li> <li>• To work with teaching, pastoral and senior staff</li> <li>• To support the school in addressing the needs of all students, but especially those with SEND</li> <li>• To deliver packages of support to students</li> </ul>
MAIN DUTIES / KEY TASKS	<p><b>Management of Learning Support</b></p> <ul style="list-style-type: none"> <li>• Promote inclusion and ambition for all pupils</li> <li>• Assist the Executive SENCO with the deployment of the Teaching Assistants (including the timetable)</li> <li>• Provide learning support for vulnerable children with identified SEND needs</li> <li>• Liaise, and work closely with, the Pastoral Inclusion Team to support tutoring/support referrals to The Hub</li> <li>• Inform Teaching Assistants of the individual needs of pupils with learning difficulties. This may include the modelling of good practice or support with the planning and review process</li> <li>• Co-ordinate and deliver specialist literacy and numeracy support for pupils with additional needs</li> <li>• Lead aspects of CPD within the inclusion learning support team</li> <li>• Oversee and assist with break and lunch time supervision and support</li> <li>• Oversee the Teaching Assistant's delivery of after-school activities/homework provision</li> </ul> <p><b>Main Duties</b></p> <ul style="list-style-type: none"> <li>• Supervise students with adapted timetables to ensure they receive their educational entitlement and appropriate provision within the designated support area</li> <li>• Establish productive working relationships with students, acting as a role model and setting high expectations</li> <li>• Liaise with subject teachers to ensure that appropriate work is provided for students and that completed work is distributed to subject teachers to be assessed</li> <li>• Ensure that students are working in a calm and focused environment</li> <li>• Challenge and motivate students, promoting and reinforcing their self-esteem</li> <li>• Intervene and evaluate the progress of students who are based in the Hub</li> <li>• Keep accurate and up to date records of students' progress in the support area</li> <li>• Support the assessment of students to determine those in need of particular help and support</li> <li>• Provide objective and accurate feedback to other staff on students' achievement, progress and other matters as requested</li> <li>• Offer restorative support to students in order to reflect and minimise future repeated patterns of behaviour</li> <li>• Help students through small tutoring sessions, as appropriate</li> <li>• Support provision linked to areas of SEND</li> <li>• Deliver SEND specific programmes to students based in the Hub</li> </ul>

	<ul style="list-style-type: none"> <li>• Support students to reintegrate to mainstream classrooms</li> </ul>
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Carry out pupil supervisory duties during the lunchtime period in accordance with the school rota</li> <li>• To undertake First Aid at Work training and act as a First Aider</li> <li>• Assist with / attend school trips, visits and out of school activities as required to supervise pupils</li> <li>• To undertake invigilation duties as required</li> <li>• Contribute to the Catholic ethos of the school</li> <li>• Comply with the school's approved policies and procedures</li> <li>• Participate in and support the school's performance management process and attend any relevant training</li> <li>• There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice.</li> <li>• <b><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></b></li> </ul>
<p><b><i>VARIATION IN ROLE</i></b></p> <p>Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	
Signed:	Date:
Name:	