

Job Description: Level 2 Inclusion Assistant

Name:

Date Last Reviewed:

Line Manager: SENDCO/Head of Inclusion

General Duties:

- To support the teacher by setting out learning resources and materials and carrying out directed learning activities.
- To provide learning support to students (including the use of suitable ICT resources) under the direction of the teacher seeking assistance from the teacher where there are difficulties in supporting the learning activities.
- To provide care and support to individual students by supporting learning through planned and differentiated activities.
- To assist students' literacy and numeracy development and carry out specified learning tasks as directed by the teacher.
- To assist with the students' personal, behavioural and social development through appropriate guidance and advice.
- To act as a good role model to students by demonstrating respect and responding appropriately through your interactions with students and adults.

Professional Duties and Responsibilities:

- To support the vision and aims of the Ambitions Academies' Trust
- To continually seek development opportunities to improve personal performance.
- Advise the Vice Principal of any training needs.
- Seek and act upon new development opportunities.
- To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile.
- To actively promote the academy's Equal Opportunities, Health and Safety and Data Protection policies to ensure the academy operates effectively, fairly and in line with legislative requirements at all times.
- To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
- To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
- To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.



Additional Information

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the postholder.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the postholder) to reflect the changing needs of the Trust.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Chief Executive Officer or his/her representative.

This job needs to be considered in the context of a changing and evolving Trust and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

Status of this Job Description:

This Job Description is provided as guidance regarding the Academy's professional expectations of you in accordance with your contract of employment.

This Job Description is not your contract of employment and cannot in anyway remove your statutory rights.

This job description will be reviewed at least annually.

Signed: (employee):

Signed: (on behalf of the Academy):

Date/s: