



Lord Williams's School

*Sic itur ad astra a tous venants*

## Job Description Inclusion Assistant

### Job Purpose

To work under the guidance of Senior Staff and with an agreed system of supervision, to implement agreed work programmes with individuals/groups, in the inclusion classroom. This will include ensuring that students work hard with appropriate work for longer or shorter periods of time. This post is designed to support individual students in their learning and attainment as well as the whole school in the promotion of a safe, well-behaved learning environment.

### Main duties

- Promote excellent student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Meet and greet student/s attending Isolation, or sent out of class, communicating expectations and administrating their needs for that day/lesson.
- Use specialist (curricula/learning) skills/training/experience to support students.
- Provide high quality supervision and support for all students, especially those deemed as vulnerable, ensuring their safety and full access to learning activities and opportunities
- Assist with the development and implementation of Individual Education/Behaviour Plans, Parent contracts or other tools to support good behaviour and learning.
- Establish constructive working relationships with students and interact with them according to individual needs
- Promote positive attitudes towards diversity and resilience and inclusive attitudes towards others
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Promote independence and independent study.
- Provide honest and targeted feedback to students in relation to learning and behaviour and follow up actions to quality assure success: Report any issues to the line manager.
- Provide and return work from teachers making sure the students have the relevant work for his/her lesson and annotate/correct as appropriate
- Assist with handover at lunch times.
- Ensure that isolation data and classroom-based interventions are accurately recorded on the SIMS database in accordance with established procedure
- To provide regular data analysis of the number of students attending isolation or receiving direct classroom support at the direction of the line manager
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Liaise sensitively and effectively with parents/carers as agreed with the line manager and the relevant Pastoral Team and participate in feedback sessions/meetings/calls with parents.
- Communicate with other agencies/professionals in liaison with the line manager/the Pastoral Team in support of the achievement and good progress of students
- Support the school's improvement focuses on literacy and differentiation by identifying needs and proactively intervening to meet them.
- To provide extra administrative support to the Pastoral Team as required

### Health & Safety

- To take reasonable care of own health and safety with due care for others who might be affected by what you do or do not do
- To be familiar with emergency and First Aid procedures

- To use work items provided correctly and in accordance with training and instructions
- To ensure tasks are completed in a safe manner
- To cooperate with all aspects and issues regarding health and safety
- To report any health and safety concerns to your line manager as soon as possible
- To adhere to the School's and health and safety policies and, in particular, child protection policies

**Safeguarding**

- All staff have a responsibility to ensure that all School Child Protection policies are adhered to and concerns are raised in accordance with these policies.

**Security and data protection**

- All employees are expected to work within the confines of the General Data Protection Regulations and to take appropriate measures to ensure the security and confidentiality of data.

**Other Duties**

- All staff are expected to attend an Annual Appraisal, school and departmental meetings and training or INSET sessions as directed by the Line Manager or the School Manager.
- Undertake any other reasonable tasks

**Reporting lines**

- This post reports directly to the Senior Teacher
- This post has no responsibility for the management of other staff.

Signed by postholder ..... Date .....

*Updated Nov 2019*