

Inclusion Support Assistant Job Description

Job Title
Inclusion Support Assistant
Salary
Grade 14 point 6
Responsible to
AHT - Safeguarding
35 hours Term Time Only Permanent

Job Purpose
To support the behaviour, wellbeing, and inclusion of students, particularly those with social, emotional, mental health (SEMH) needs, SEND, or those at risk of exclusion. You will work closely with teaching staff, pastoral teams, and the SEND team and play a key role in the running of the schools reflection room, supporting students who have been exited from lessons and facilitating their reintegration back in to learning.

Main responsibilities and duties
<ul style="list-style-type: none"> • Lead the daily operation of the Reflection Room, managing the space to ensure it is calm, purposeful, and supports students in reflecting on their behaviour. • Work with students who have been exited from lessons to explore reasons for behaviour and support the development of strategies for improvement. • Support reintegration meetings and the successful return of students to lessons following incidents or time in the Reflection Room. • Assist in the implementation of individual behaviour and support plans, ensuring students' needs are met through consistent interventions. • Deliver 1:1 or small group interventions focused on behaviour, emotional regulation, and decision-making skills. • Promote the use of restorative practices and help mediate restorative conversations between students and staff. • Monitor and track incidents and behaviour trends, using school systems to record accurately and report concerns.

- Foster positive relationships with students to promote trust, engagement, and resilience.
- Support the supervision of students in detentions, internal exclusions, and other structured interventions.
- Liaise with parents/carers and external agencies as directed, contributing to support plans and safeguarding where required.
- Encourage and model inclusive practice, ensuring students at risk of exclusion or disengagement are supported to succeed.
- Liaise with the Attendance Officer on a regular basis.
- Promote regular attendance and punctuality, actively dealing with both.
- Liaise with the School Health Centre in the support of students.
- Support in the investigation of allegations by students/parents, of assault, bullying, theft and other breaches of expected behaviour standards, including interviewing students and taking statements.
- Provide on-call support to teaching staff where more serious behavioural issues arise in lessons, escorting students to internal exclusion when necessary.
- Offer support to students with welfare problems through discussion, practical resolutions and liaising and meeting with parents/carers as appropriate.
- Complete day to day administrative tasks including preparation of letters and data input.
- Provide signposting for students in improving personal wellbeing and locating support.
- Liaise with the Health Centre and School Counsellor and support staff in the wellbeing of students and the support of individual students.

Other Specific Duties

- Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- Support the boarding nature of the school
- Continue personal professional development as agreed including attending training sessions or training courses even when these may be outside duty days
- Undertake other responsibilities as determined by the Headteacher, following consultation

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

Review
<p>This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.</p>

Inclusion Support Assistant

Person Specification



Category	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Educated to a good standard • Recognition of the need for continuing development and training 	<ul style="list-style-type: none"> • Evidence of recent professional development relevant to the post
Knowledge, skills and experience	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to engage constructively with, and relate to a wide range of young people parents/carers, from different cultural and socio-economic backgrounds • Competent in the use of ICT • Ability to work as part of a cohesive team • Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement • Able to quickly establish positive working relationships with students, staff, parents and a wide range of people from within and outside the school • Ability to work in a way that promotes the safety and wellbeing of children and young people • Ability to maintain a non-confrontational approach • Ability to plan and prioritise own workload and manage conflicting demands • Willingness to participate in further training and developmental opportunities offered by the school. 	<ul style="list-style-type: none"> • Experience of working within, or alongside, an educational setting • Experience of working successfully with disaffected students, including those with social, emotional and mental health needs and challenging behaviours • Understanding of behaviour management strategies and de-escalation techniques. • Experience managing or supporting a behaviour or reflection room.
Personal Qualities	<ul style="list-style-type: none"> • Seek to work collaboratively and resolve conflict • Willingness to constructively challenge the work of self and others to continually improve own and team performance • Empathy 	

	<ul style="list-style-type: none"> • Resilience • Flexible approach in relation to work undertaken • Ability to maintain principles of confidentiality and discretion • Possess a positive and sympathetic philosophy towards working in a Church of England boarding school • Value the contribution that each individual brings to the school community • Respect and value diversity and promote equality • Promote and model mutual respect 	
Additional requirements	<ul style="list-style-type: none"> • Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK • 2 professional references • Shortlisted candidates may be subject to online searches 	