



Job Description: Inclusion Assistant

Job Title: Inclusion Assistant

Responsible To: Head of Inclusion/Assistant Headteacher - Inclusion

Purpose of Job: The Inclusion Assistant (IA) main role is to provide support for pupils with special educational needs or English as an additional language. The IA will ensure that the pupils can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Supporting pupils

- To provide support for pupils in class or in 1:1 situations
- To develop knowledge of the particular needs of the children and seek advice from the Head of Inclusion, Inclusion teacher, class teacher and outside agencies as required
- To create or modify resources as needed (e.g. worksheets, prompts cards etc)
- To organise and maintain an inclusive learning environment at all times
- Provide positive reinforcements, praise and rewards
- Facilitate inclusion in small group activities with peers and support interaction between them
- To assist in the delivery of the individual learning programme on a daily basis to promote learning, behaviour and communication skills
- Support in the development and implementation of Student Passports.
- Undertake student record keeping and monitoring of progress
- Effective communication to parents regarding their child's progress

Supporting the Head of Inclusion/Inclusion Teacher

- To work as part of the team to ensure that the well being and personal development of the pupil enhances their learning opportunities and life skills
- To attend planning meetings with the Head of Inclusion to develop learning strategies and to assist in the delivery of the individual learning programmes
- To provide regular feedback to the Head of Inclusion/Inclusion Teacher.

REPTON ABU DHABI

P.O. Box 45016 • Al Reem Island • Abu Dhabi • United Arab Emirates
Rose Campus: +971 2 507 4800 • Fry Campus: +971 2 508 1900
info@reptonabudhabi.org • www.reptonabudhabi.org



- To contribute to the Pupils' Passport and IEPs by reviewing and updating in line with progression

Supporting the School

- To foster links between home and school
- To participate in relevant professional development as deemed appropriate
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school
- To carry out duties as directed by the Head of Inclusion or Head Teacher
- Seek opportunities to provide further development through ECAs, trips or intervention outside of timetabled time as deemed appropriate
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs

Review Date: July 2024

REPTON ABU DHABI

P.O. Box 45016 • Al Reem Island • Abu Dhabi • United Arab Emirates
Rose Campus: +971 2 507 4800 • Fry Campus: +971 2 508 1900
info@reptonabudhabi.org • www.reptonabudhabi.org