



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

POST	Graduate Inclusion Support Assistant
FACULTY	Inclusion Faculty
GRADE	Scale 4 (Range 7-10)
RESPONSIBLE TO	Head of Inclusion Faculty
JOB PURPOSE	To support the learning of children with a range of Special Educational Needs and Disabilities (SEND) and English as an Additional Language (EAL)

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

Teaching

- To assist teachers in supporting classes and devising strategies which encourage the learning of students
- To assess, record and report on the development, progress and attainment of students
- To be committed to the principle of Inclusive Education by supporting the learning of students with a variety of needs in and out of the classroom, including support during break time, lunch time and after-school
- To support SEND and EAL students by being familiar with Education Plans, medical needs and EHCP objectives
- To liaise with Key Workers and Subject Teachers
- To help students become independent learners
- To identify students' barriers to learning and help them access the curriculum
- To help students develop their speech, language and communication skills and working with speech and language therapist and other professionals where appropriate
- To offer support, as appropriate, with reading, written work and spelling
- To ensure the safety and integration of students with physical and sensory disabilities
- To assist students to remain on task and to complete set work in lessons
- To assist students to participate in group work, oral work and in aspects of wider school life for example sports clubs and activities
- To utilise IT to enhance learning and record reports and assessments
- To help with occupational therapy programmes when necessary

Other Activities

- To attend weekly support staff meetings and CPD
- To work with students individually or in small groups, under supervision, to practice specific skills or to carry out classroom tasks
- To contribute to the development and implementation of Education Plans
- To establish constructive relationships with students and interact with them according to their individual learning and emotional needs
- To assist with the planning of learning activities
- To provide a range of clerical and administrative support to the SENCO and Inclusion Faculty
- To take part in regular in service training and to continue to update and improve professional skills; to attend meetings as required (e.g. whole staff meetings.)
- To do additional tasks as required by the SENCO and Line Manager
- To be aware of and to comply with policies and procedures and to report concerns to an appropriate person in respect of all school policies including Equal Opportunities, Child Protection, Health and Safety, Confidentiality and Data Protection
- To work in the Inclusion Centre and Isolation as directed
- To accompany teaching staff on trips and school activities and take responsibility for a group under the general supervision of a teacher

Assessments and Reports

- To write reports on work carried out on students' progress
- To attend and contribute to regular review meetings including annual reviews
- To administer routine tests and invigilate exams by putting in place required access arrangements

Appraisal

- To participate in arrangements made in accordance with the School Appraisal Policy for the appraisal of your performance and that of other staff