**GENERIC JOB DESCRIPTION: INCLUSION PRACTITIONER**

**Title:** Inclusion Practitioner

**Salary:** Spine Point 7

**Conditions:** Term Time only plus one INSET Day – 37 weeks pa / 37.5 hours pw

**Line led by:** Assistant Principal SEN (SENCo)

**Line leadership of:**None

**All staff at Coopers School are expected to:**

* actively contribute to the School’s achievement culture;
* share our common values of Curiosity, Creativity, Resilience, Respect and Empathy;
* make a commitment to achieving the highest possible standards in all areas of their work;
* contribute to the development of the School’s ethos.

**JOB PURPOSE**

To provide in class support and targeted interventions to students who have been identified with SEND (an identified area of the SEND Code of Practice, one of Cognition and Learning / Communication and Interaction / SEMH).

**KEY DUTIES AND RESPONSIBILITIES**

Under the supervision and guidance of the SENCo:

* Lead on an identified area of the SEND Code of Practice to develop and deliver intervention programmes of support that raises the learning and attainment of identified students.
* Provide support to identified students in class, individuals, or in groups.
* Work with classroom teachers to raise the learning and attainment of students.
* Draw on specialist skills and knowledge of an identified area of the SEND Code of Practice to support colleagues with up to date training to develop strategies to aid their teaching.
* Be a keyworker for identified students and carry out all that is required for monitoring their progress, advising, supporting and working closely with parents/carers, teaching staff and external professionals.
* Collate/evaluate appropriate tracking data and contribute to individual Provision Plans and EHCP Annual Reviews.

 **SUPPORT FOR THE TEACHER/DEPARTMENT**

* Be aware of student problems/progress/achievements and report to line manager.
* Undertake student record keeping as requested.
* Use strategies, as agreed by the SENCo, to support students to achieve goals.
* Support teachers in managing student behaviour, reporting difficulties as appropriate.
* Gather/report information/from/to parents/carers as directed.
* Administer routine tests and invigilate exams as required.
* Provide clerical/admin support eg. photo-copying, typing, filing, etc.

 **SUPPORT FOR THE CURRICULUM**

* Support students to understand instructions and differentiate work as appropriate.
* Prepare and maintain equipment/resources and assist students in their use.

**SUPPORT FOR THE SCHOOL**

* Be aware of and comply with policies and procedures relating to safeguarding children, health, safety and security and data protection, reporting all concerns to an appropriate person.
* Be aware of confidential issues linked to home/student/teacher/School/work and to keep confidences as appropriate.
* Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the School.
* Appreciate and support the role of other professionals.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of students out of lesson times, including before and after school when required.
* Accompany teaching staff and students on visits, trips and out of school activities as required.
* To participate in the School Duty Rota.
* To be a First Aider.

**General Responsibilities**

* Promote the School’s values and ethos in accordance with the School’s Professional Code
* Identify personal training needs with line manager and work actively to develop professional expertise by participating in ongoing professional development.
* Support the professional development of colleagues.
* To ensure that personal knowledge base is in keeping with the School’s needs at all times, to undertake all duties with due regard for health and safety regulations.
* Understand and comply with the School’s safeguarding policy and procedures.
* Comply with all other School policies.
* Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

 This job description will be reviewed annually as part of your Professional Review Meeting.

**PERSON SPECIFICATION AND SELECTION CRITERIA**

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|  | **Essential Requirements** | **Desirable Requirements** |
| **Experience:** | * A genuine interest in the learning and well being of young people.
* Some experience of having contact with young people in a voluntary or paid role.
 | * Experience of adapting materials to help less able students succeed. Experience of working with students in another school in a similar capacity.
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| **Qualifications:** | * Minimum standard of O level/GCSE or equivalent pass in Maths and English.
* NVQ level 3 (or equivalent) accredited Teaching Assistant Course or be prepared to undertake this training.
 | * Attend courses which enhance and develop knowledge of SEN work.
* Achieve recognised qualifications in SEN as required.
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| **Knowledge and****Skills:** | * Good working knowledge of how teaching and learning is organised in a school.
* A good level of organisational skills in respect of resources and staff liaison.
* Excellent inter-personal and communication skills. Ability to communicate effectively with parents, teachers
* Ability to contribute at meetings.
* Ability to produce short written reports.
* A good standard of IT literacy.
 | * Knowledge of the Code of Practice.
* Working knowledge of SEN.
* Experience/knowledge of working with students with a wide range of Special Educational Needs.
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| **Aptitudes:** | * Ability to relate well to people at all levels.
* Aptitude for flexible approach to problem solving.
* An aptitude to work as part of a team whilst also being self motivated and action-orientated.
* A commitment to provide a quality education to the students
* A high level of personal organisational skills
* An ability to manage your own personal stress levels.
* Personal integrity, dedication and commitment to the school.
 | * Ability to motivate young people towards success in learning.
* An understanding of how children learn and an ability to support their progress across the curriculum.
* A real interest in lifelong learning and the work of schools within the community.
* Being ready to take advantage of additional training towards a more flexible working role within the school.
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| **Circumstances:** |  | Willingness to work irregular hours on occasions as required. |

**Code of Practice on English Language Requirements**

* Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.
* Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation.
* Ability to listen to stake holders and understand their needs.
* Ability to tailor your approach to each conversation to be appropriate to the stake holder, responding clearly with fine shades of meaning, even in complex situations.

**September 2019**

**“Coopers School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”**