

## Description – Inclusion Support Assistant

**January 2023**

**Reporting to:** Assistant Head Teacher Inclusion / Head Teacher

**Job Title:** Inclusion Support Assistant

**Pay scale:** £24,000.00 plus. Pro rata – Term Time only






**From:** January 2023

**Hours:** 8.30am-4.30pm

Honeywell Junior School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.







### Main Duties/ Responsibilities

The Inclusion Support Assistant will:

-  Primarily liaise closely and support the Inclusion Head Teacher with SEND related administrative tasks
-  Be mostly office based and efficiently take messages, see pupils, liaise with staff on a daily basis
-  Be able to problem solve, be proactive and use initiative on days Inclusion Assistant Head Teacher is not in school
-  Be able to confidently lead a small group intervention for pupils aged between 7-11
-  Be flexible, approachable and have strong communication skills in order to quickly become an integral member of staff in our school community

### Specific Responsibilities

#### Administration

-  Support the Inclusion Assistant Head Teacher to facilitate the administration for a range of interventions
-  Use Word, Excel and Publisher where needed
-  Create letters
-  Keep records efficiently and use school administrative systems in place
-  Photocopy, scan, shred documents where needed
-  Take phone calls and record accurate messages

- 🌳 Manage email inbox, replying where appropriate and prioritise

### **Teaching and Learning**

- 🌳 Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- 🌳 Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- 🌳 Use effective behaviour management strategies consistently in line with the school's policy and procedures
- 🌳 Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- 🌳 Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- 🌳 Observe pupil performance and pass observations on to the class teacher or Assistant Head Teacher for Inclusion
- 🌳 Use ICT skills to advance pupils' learning
- 🌳 Teach small intervention or homework club groups, planned by a teacher

### **Planning**


- 🌳 Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress for the intervention groups led
- 🌳 Read and understand intervention planning shared by teacher


### **Working With Staff, Parents/Carers And Relevant Professionals**

- 🌳 Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the Assistant Head for Inclusion
- 🌳 Effectively communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- 🌳 Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers or Assistant Head for Inclusion
- 🌳 With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- 🌳 Develop effective professional relationships with colleagues


### **Health And Safety/Safeguarding**


- 🌳 Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's Child Protection Policy


 Look after pupils who are upset or have had accidents

 Safely supervise playtimes and the dining hall when on duty

### **Professional Development**

 Help keep your own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

 Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

 Take part in the school's appraisal procedures

The Inclusion Support Assistant will be required to follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Inclusion Support Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher or Assistant Head Teacher for Inclusion.