

SUPPORT ROLES

JOB DESCRIPTION

Sheppey Secondary

Post: Inclusion Specialist

Responsible To: Assistant Headteacher - SENCO

Summary of Post: To lead on a specific aspect of Inclusion Practice, specifically addressing barriers and challenges to significantly improve students' access to learning.

Tier of role: specialist/Officer/Technician

Key descriptor: Initiator

Scope of role: Provides specialist knowledge and skills to provide specific services and support, using judgement and problem-solving skills (within pre-set guidelines and defined procedures).

Autonomy: Prescribed work but with discretion on how the outcome is achieved. Plans own work (short-term) and contribute to longer-term planning.

Knowledge of role: Role-specific knowledge required.

Skills – Technical & Practical: Specific and specialist knowledge, skills and experience relevant to the role

Qualifications/Experience: Level 3+ in a specific relevant field

Supervision of others: Supervision of others, but no line management

Management by others: Identifies and refers more complex issues to a more senior colleague. Guidance or instruction is required for new tasks.

Key Responsibilities:

1. To lead on the development of personalised and group programmes that address specific barriers and challenges to students.
2. Devise, plan, and implement action plans in conjunction with other professionals and contribute to the monitoring and evaluation of the

effectiveness of support strategies.

3. To liaise with other individuals and outside agencies to access other support and opportunities for students to develop their potential.
4. To ensure accurate and informative record keeping, contributing to formal meetings and feedback to families and other professionals.
5. Remain current with changes in legislation, best practices and research in your specific aspect of inclusion and share with senior leads and other colleagues.

Specific Duties:

1. Assist teachers in fostering attractive learning environments to ensure children, pupils and students benefit from stimulating learning environments
2. To support with student management inside and outside the classroom, including unstructured times
3. As part of the Inclusion team, support pupils and students with transition between key stages
4. Accompany teaching staff and pupils and students on trips and out of school activities as required, taking responsibility for a group under the supervision of the teacher
5. As part of the Inclusion team, attend meetings (and support in their planning and administration) as required and support the management and maintenance of student records including preparing EHCPs and annual reviews

Note: As a new school, opening September 24, responsibilities and specific duties may be subject to change in the first year of operation.

General Duties and Responsibilities:

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting students and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development programme and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.

5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

Line manager's
signature: _____

Date: _____

Postholder's
signature: _____

Date: _____

PERSON SPECIFICATION		Application	Interview	Shortlisting Weighting
Tier of Role: Specialist/Officer/Technician				
Qualifications and Training				
1.	English and Maths Level 2/GCSE grade A-C or grade 4	✓		6
2.	Level 3 or above in a specific relevant field	✓		6
3.	Evidence of Continuing Professional Development in education	✓		6
Experience				
1.	Successful experience of working within a school in an inclusion role	✓	✓	6
2.	Successful experience of working with children and families in an inclusion role	✓	✓	6
3.	Experience of working with other inclusion professionals	✓	✓	4
4.	Specialist experience of Inclusion Practices and policies in specific role	✓	✓	4
Skills and knowledge				
1.	Competent Maths and Literacy skills.	✓	✓	6
2.	Competent IT skills; use of word and email.	✓	✓	6
3.	Excellent communication skills, written and verbal.	✓	✓	6
4.	Ability to work independently and to manage own workload and adapt routines and schedules as required.		✓	6
5.	Have the ability to motivate, inspire and build trust with children (and their families) so children achieve their best.	✓	✓	6
6.	Strong interpersonal skills, listening and observation skills with the ability to deal with difficult/sensitive situations.		✓	6
Personal Qualities				

1.	Act with honesty and integrity at all times.	✓	✓	6
2.	Commitment to promoting the ethos and values of the school and Trust and supporting the learning community.		✓	6
3.	Commitment to own learning and development and desire to share skills and practice with others.		✓	4
4.	Commitment to maintaining confidentiality at all times.		✓	6
5.	Relentless commitment to inclusion, safeguarding and equality.		✓	6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant -. It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.

