JOB DESCRIPTION

SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE

ASSOCIATE STAFF – GENERIC

STAFF NAME:

**POST TITLE: INCLUSION SUPPORT ASSISTANT**

**1 - JOB PURPOSE AND ACCOUNTABILITY**

* 1. To work under the direction of the Life Centre Manager as part of a professional team to support learning activities for students who are not progressing in mainstream education due to social, emotional or behavioural difficulties.
  2. Your immediate responsibility is to:

1. Life Centre Manager

2. All staff are ultimately responsible to the Principal.

**2 - GENERIC – ASSOCIATE STAFF**

2.1 All staff play a part in the establishment and on- going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week’s work and work for the coming week.

2.2 Most staff can expect to be attached to a Community. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.

2.3 All staff are expected to adhere to the schools principles and policies which underpin good practice and the raising of standards.

2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.

2.5 All staff are responsible for their own health and safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.

2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.

2.7 To support the learning process and good administrative practices in the school.

2.8 To respond to the requests of teaching staff.

2.9 To understand comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, data protection, student welfare, administration of medicines and first aid, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.

2.10 To support other associate staff by covering their duties if they are absent from work.

2.10a To carry out other duties as may be reasonably required by the Principal from time to time.

**3 - GENERAL – APPRAISAL PROCESS**

3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.

3.2 Review targets may include:

* + An empirical target to ensure that progress is measured accurately and effectively
  + A target based on the School Improvement Plan
  + A target which will encourage personal and professional development

**4 - SPECIFIC DUTIES – INCLUSION SUPPORT ASSISTANT**

4.1 To support the student(s) referred to the LIFE Centre, individually or in a small group, under

the guidance of the class/subject teacher and Director of Inclusion

4.2 To provide direct support to students in areas of specialism and curriculum work.

4.3 To liaise with the Life Centre Manager and other staff as appropriate.

4.4 To participate in the planning, delivery and evaluation of support to students as appropriate.

4.5 To establish productive working relationships with students.

4.6 To promote the inclusion and acceptance of all students within the school encouraging

interaction and cooperative working with others.

4.7 To provide feedback to students in relation to progress, recognising and rewarding

achievement in its widest sense.

4.8 To contribute to the development of differential materials for use with students in the LIFE

Centre and IEC.

4.9 To organise and manage an appropriate teaching and learning environment and resources.

4.10 To undertake negotiated cover when required for absent colleagues within the LIFE Centre.

4.11 To report on the development, progress and attainment of students under the LIFE Centre’s

care as required by the School in accordance with School Policies and procedures.

4.12 To assist in the social, emotional and physical well-being of the students, where appropriate.

4.13 To attend Alternative Curriculum meetings, training and development activities, as required

To support the role.

4.14 To prepare reintegration plans for Life Centre students to enable their successful reintegration to mainstream lessons.

4.15 To support the coordination of the duty system from the LIFE Centre

4.16 Such other duties as the Principal/Life Centre Manager/AVP Inclusion may from time to

time require.

**Note**

1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.