#### SOUTHBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL JOB DESCRIPTION

#### **INCLUSION ASSISTANT**

### Main Purpose:

To work within the Inclusion Team to provide support to children and staff in order to raise children's achievement and attainment in all areas.

To support the school's ethos at all times and to promote the school's values.

## **Key Responsibilities**

- To demonstrate and promote the high expectations, positive values, attitudes and behavior you expected from pupils at Southborough.
- To build and maintain successful relationships with pupils, treat them consistently with respect and consideration and be concerned for their development as learners.
- To support teachers and TAs with the well-being and special educational needs of their pupils.
- To assist with ensuring the SEND policy (in line with the SEND Code of Practice 2015) is put into practice by maintaining accurate SEND records.
- To maintain confidentiality with sensitive information and use the Safeguarding procedures.
- To assist with the implementation of the Graduated Approach across the school.
- To assist with the development and monitoring of Provision Planning across the school.
- To maintain and monitor the use of SEND equipment and resources
- To provide Nurture support and interventions
- To assist with Intervention assessment, resourcing and training
- To support carrying out external agency referrals and follow-ups.
- Under direction, liaise with parents and carers and record all communication.
- Under direction, to attend meetings or school visits to support provision or transition.
- To improve own practice and help establish new interventions.
- To carry out any other duties that are reasonably delegated by the Headteacher or Assistant Headteacher/Head of Inclusion.

### **Equalities:**

 Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

## Health, Safety and Safeguarding

Be aware of and comply with policies and procedures relating to child protection, health, safety
and security and data protection; and report all concerns to an appropriate person, maintaining
strict confidentiality at all times.

# **Supervision:**

The job holder is managed by the Head of Inclusion.

## **Knowledge, Experience and Training:**

- To have a genuine interest in supporting and breaking down barriers for children.
- Experience of working with, or caring for children of Early Years and/or Primary age.
- Experience of working with children with SEND (preferable)
- Excellent communication and interpersonal skills.
- To be able to remain calm and use emotional literacy when needed.
- Ability to enthuse and encourage others to support their development.
- Ability to work in a team, accept and follow advice but to also be able to work on own initiative.
- Solution focused, organised and with excellent time-management.
- Be able to work under pressure to meet deadlines
- Good numeracy and literacy skills (GCSE Grade C or equivalent).
- Experience of using modern technology and information systems.

# **Qualifications:**

Teaching Assistant or SEND assistant or be willing to train further.

# **Disclosure and Barring Service (DBS)**

The post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure is essential for this post.

#### Additional Information

The job holder is required to contribute and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's polices and practice.

The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary.

Signed	post holder	Date
Signed	headteacher	Date