

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:

