

# Orchard Academy Trust



## Job Description

<b>Post:</b>	<b>Inclusion Assistant across the Trust</b>
<b>Salary</b>	<b>KR5</b>
<b>Hours:</b>	<b>Up to 35 hours per week, term-time only</b>
<b>Reporting to:</b>	<b>Inclusion Manager/Headteacher</b>

### Job purpose:

To assist the Inclusion Manager in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including admin, promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.

### Responsibilities:

Complete administrative tasks relating to SEND pupils and provision in school as determined by the Inclusion Manager. Contribute to the management and support of pupils during learning activities. Establish and maintain relationships with individual pupils and groups. Review and develop your own professional practice. Deal with pupils' therapeutic, pastoral, and personal care needs.

### Key functions

- To assist the Inclusion Manager in leading the provision for SEND within the school.
- To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively, and safely.
- To develop curriculum resources to ensure that pupils identified as having SEND have the required levels of support.
- To support the Inclusion Manager in managing the implementation of an inclusive curriculum within the context of the school's aims and policies.
- To work with the Inclusion Manager to develop and implement intervention groups and support.
- To support the learning of students as allocated by the Inclusion Manager.
- To use Provision Map software to monitor the effective completion of Provision Maps, Provisions and IEPs and generate reports, under the direction of the Inclusion Manager?
- Under the direction of the Inclusion Manager, collate and prepare information relating to assessments, EHCPs and referrals to other agencies.
- To collate SEND statistical returns as requested
- Provide support with High Needs Funding Applications and the tracking of funding.
- Attend meetings with the school/Trust and outside agencies as directed by Inclusion Manager.

### **Specific Responsibilities**

- To support the provision of SEND, including the writing of SEND paperwork.
- Ensuring that accurate and detailed records are kept and stored of meetings and discussions with parents and outside agencies for GDPR compliance.
- To work with the Inclusion Manager to promote an inclusive curriculum.
- To support at meetings and communicate information as required to staff and co-ordinate resulting action.
- Carry out supervision duties and small group interventions, for example; social use of language, EAL and language programmes etc. under the direction of the Inclusion Manager
- Maintain and be aware at all times of the SEND Register and profile sheets.
- Update pupil records as appropriate and assist the Inclusion Manager with more complex paperwork as and when necessary.
- Attend meetings as directed by the Inclusion Manager.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school/trust and appreciate and support the role of colleagues and other professionals to enable the trust to fulfil its development plans.
- Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional development.

## Person Specification

	Criteria
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE or Level 3 equivalent level, in English and maths</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a primary school environment or other educational setting</li> <li>• Experience working with children / young people with special educational needs (SEN)</li> <li>• Experience planning and delivering learning activities</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Skills and expertise in understanding the needs of all pupils</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>• Excellent verbal communication skills</li> <li>• Ability to work as part of a team and to be flexible in their approach to daily routines</li> <li>• Active listening skills</li> <li>• The ability to remain calm in stressful situations</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good IT skills, particularly using IT to support learning and use of specialist software</li> </ul>