



## SUPPORT STAFF JOB DESCRIPTION

### Inclusion Practitioner: SEND

### Palm Bay Primary School

**Post: Inclusion Practitioner – SEND**

**Salary: EKC 3**

**Responsible To: *Early Reading Lead Teacher***

**Summary of Post:** To work as part of a professional team to support the teaching, learning and personal development of pupils; specifically helping children overcome barriers, such as those with learning or behavioural challenges, social, communication or disabilities.

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#### Tier of role: Practitioner

**Key descriptor: Practitioner**

**Scope of role:** Provides specific services and support, performing a range of tasks using a combination of skills.

**Autonomy:** Some discretion to deliver instructions given and routines followed to standard, solving basic problems as required.

**Knowledge of role:** Role-specific knowledge is required.

**Skills – Technical & Practical:** Combination of skills relevant to the role.

**Qualifications/Experience:** Level 2 English and Maths required.

**Supervision of others:** No line management (some supervision may be required)

**Management by others:** Close supervision with guidance.

#### Key Responsibilities:

1. Assist with the implementation of planned learning activities/teaching programmes, adjusting activities according to pupils' responses as appropriate.
2. Participate in planning and evaluation of learning or pastoral activities, providing feedback on pupil progress and behaviour.

3. Provide feedback to pupils in relation to attainment and progress.
4. Support learning by arranging/providing resources for lessons/activities.
5. Understand and support independent learning and inclusion of all pupils as required.

### Specific Duties:

1. Deliver interventions to support pupils with SEND
2. Work with class teachers on best strategies to support pupils
3. Support children during their lunch and playtimes
4. Collate information and data to support evidence building
5. Maintain a calm and purposeful learning environment

### 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 pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development program 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: <b>Practitioner</b>				
<b>Qualifications and Training</b>				
1.	English and Maths Level 2/ GCSE A-C grade 4 or above.	✓		6
2.	Level 3 childcare or Teaching Assistant qualification or equivalent would be an advantage.	✓		4
<b>Experience</b>				
1.	Previous relevant experience of working with children in an educational setting.	✓	✓	4
2.	Experience of working with children who have special needs or disabilities.	✓	✓	4
<b>Skills and knowledge</b>				
1.	Basic numeracy and literacy skills.	✓	✓	4
2.	Basic IT skills; use word and email.	✓	✓	4
3.	Good communication skills.	✓	✓	6
4.	Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.	✓	✓	6
5.	Have the ability to motivate, inspire and build trust with children so they achieve their best.	✓	✓	6
6.	Be able to devise and implement structured learning activities with groups of children and be able to evaluate effectiveness and measure pupils' progress.	✓	✓	6
<b>Personal Qualities</b>				
1.	Act with honesty and integrity at all times.	✓	✓	6
2.	Commitment to promoting the ethos and values of the school and trust.		✓	6
3.	Ability to work well as part of a team.	✓	✓	6
4.	Maintain confidentiality at all times.		✓	6

5.	Commitment to inclusion, safeguarding and equality.	✓	✓	6
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