



SUPPORT STAFF JOB DESCRIPTION

Support Role

Bysing Wood Primary School

Post: Inclusion Assistant – Learning

Salary: EKC 2

Responsible To: Assistant Headteacher

Summary of Post: To support teaching, learning, and personal development, provide general and specific assistance to pupils and staff under direction, guidance, and direct supervision.

Tier of role: Support

Key descriptor: Operates to standards.

Scope of role: Provides specific service, performing a limited range of straightforward, specific tasks.

Autonomy: Detailed instructions are given, and routines are followed to standard, solving basic problems as required.

Knowledge of role: Role-specific knowledge is required.

Skills – Technical & Practical: Basic skills required.

Qualifications/Experience: Level 2 English and maths preferred but not essential.

Supervision of others: No supervision or line management

Management by others: Close supervision with instruction when required.

Key Responsibilities:

1. Assist with the implementation and delivery of planned learning activities as agreed with Inclusion Specialist, Associates or Teachers.
2. Adjust and adapt activities according to pupils' responses and needs as appropriate.
3. Work with individuals or small groups of pupils under the supervision of teaching or specialist staff and provide feedback.
4. Assist with pupils' personal needs, hygiene, pastoral care, safeguarding and welfare; reporting

and sharing key information as required.

5. Assisting and supporting in all aspects of school life, including; preparing and maintaining the learning environments, attending events, trips and visits and preparing resources.

Specific Duties:

1. Promote independence whenever possible but provide support when really necessary.
2. Keeping pupils focused on learning by being proactive in noticing where support is needed.
3. Keeping records of interventions and pass on to the SENCo at the required times.
4. Attending provision planning meetings with the intervention team/SENCo and offering input about progress and next steps.

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: Support			
Qualifications and Training				
1.	English and Maths Level 2/ GCSE A-C grade 4 or above.	✓		6
Experience				
1.	Previous experience of working with children an advantage.	✓	✓	4
2.	Some previous work experience, voluntary or paid.	✓	✓	4
Skills and knowledge				
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
Personal Qualities				
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