

# Garlinge Primary School and Nursery

## JOB DESCRIPTION

Job Title:	<b>Inclusion Assistant</b>
Reports to:	<b>SENDCo and Additional SENDCo</b>
Pay Grade:	<b>Kent Range 5</b>

### **Purpose of Job:**

To provide administrative support to the SENDCo, Additional SENDCo and Heads of School in delivering and managing the provision of special educational needs and learning support provision across the school.

### **Principal Accountabilities:**

- Complete all administrative tasks associated with supporting SEND pupils.
- Liaise with the Local Authority and relevant outside agencies.
- Manage the collation and distribution of assessment data for the SENDCo, Additional SENDCo, Heads of School and Governors.
- Co-ordinate appointments and meetings including Annual Review meetings.
- Take accurate notes and minutes of meetings tracking action points in liaison with managers.
- Complete requisitions for spending against the Inclusion budgets / individual pupil SEND funding.
- Maintain clear records of Inclusion department spending and share regularly with SENDCo, Additional SENDCo and Heads of School.
- Meet and greet visitors at main school office.
- Deal with phone calls with sensitivity and confidence, using initiative and referring if necessary.
- Liaise with parents / carers to ensure the school facilitates the required support for their child.
- Maintain the Inclusion Department electronic diary.
- Maintain the SENDCo diary.
- Manage behaviour reporting systems and generate behaviour reports via CPOMS for department meetings as required.
- Monitor intervention provision across the school producing reports as required.
- Record all Inclusion data on Bromcom and produce Inclusion reports for analysis.
- Meet regularly with the Safeguarding Officer and FLO to discuss vulnerable SEN children's needs in school.
- Manage the referral system for all years and organise book observations and RAPID and LUCID testing for identified children.
- Liaise with the Safeguarding Officer for referrals to the Emotional Wellbeing Practitioners.
- Liaise with the Safeguarding Officer and FLO to identify children who qualify for support outside of school, i.e. Summer Holiday club for children on PP+.
- Undertake any other tasks when directed by the SENDCo, Additional SENDCo and SLT.
- Cover team absences.

### **General:**

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- Present the school in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Promote equality for all individuals.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.
- Regularly check emails and pigeonhole for correspondence.
- Undertake professional duties that may be reasonably assigned by the Line Manager or Senior Leaders.
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Appraisal Process.**