



Harrietsham Church of England Primary School

Inclusion Assistant

Job Description

Vision Statement

We are a warm, welcoming and inclusive school rooted in our rural community. Like the mustard seed, we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

"Nurtured We Flourish"

Our Values

Everything that we do in school is underpinned by our core Christian values and these are the basis for all the experiences we offer our pupils:

Love Forgiveness Fellowship

Job Description: Nurture Learning Support Assistant

Grade: Kent Range 4

Responsible to: Inclusion Leader

Liaise With: Class Teachers and LSAs

Main Purpose of Job

To assist in the delivery of provision for pupils identified as having Special Educational Needs and Disabilities (SEND); to support the teaching and learning of our children, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the Inclusion Lead.

Key Duties and Responsibilities

- To assist the Inclusion Lead in leading the provision for SEND and inclusive practice across the school.
- To manage appropriate resources for children with SEND and Learning Support Assistants 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 Lead and Senior Leadership Team in managing the implementation of an inclusive curriculum.
- Within the context of the school's aims and policies, to work with the Inclusion Lead to develop and implement intervention groups and support.
- To provide all those with involvement in SEND the support, challenge, information and development necessary to sustain motivation and secure improvement in learning.
- To support learning of students as directed by the Inclusion Team.
- To ensure the required paperwork is kept up-to-date and stored correctly.
- To liaise with, and make referrals to, relevant outside agencies, such as Speech and Language and Occupational Therapy, to ensure that individual pupils' needs are met effectively and that the requirements of Educational Health Care Plans and personalised plans are met fully.
- To ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- To ensure that staff are kept informed of pupils' needs and to advise on areas to develop and support.
- To input and extract data.
- To identify needs through the use of assessments e.g. Speech Link.
- To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils, where appropriate.
- To monitor the progress of specific pupils with SEND and liaise with the Inclusion Leader.
- To support meetings of the Inclusion Team, communicate information to staff and co-ordinate resulting action, where appropriate.
- To offer advice and support to teaching staff in providing a quality first teach approach, under the direction of the Inclusion Leader.
- To support staff with dysregulated pupils as required.
- To support the teaching team in behaviour management and keeping pupils on task.
- To attend meetings, as appropriate, with the Headteacher, SLT, Inclusion Leader, teaching staff and external agencies.
- To maintain a professional and discreet attitude at all times.
- To follow the school's child protection procedures, maintaining confidentiality and sensitivity to pupils needs but having regard to the safeguarding policy and procedures of the school.
- To maintain strict confidentiality with regard to both pupils and staff within and outside of the school.
- To understand and apply the school policies on teaching and learning and behaviour management.

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- To attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as helping with social, welfare and health matters, reporting problems to the teacher as appropriate.
- To assist the Headteacher and staff at the school to implement the School Improvement Plan.
- Any other duties as directed by the Headteacher which are reasonably required for the fulfilment of the role.

This job description may be amended at any time in consultation with the postholder.

Harrietsham Church of England Primary School is committed to safeguarding and promoting the welfare of children. Any appointment will be subject to a satisfactory enhanced DBS, barred list check and references.

Harrietsham Church of England Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Headteacher: _____

Date: _____

Postholder: _____

Date: _____