



SUPPORT STAFF JOB DESCRIPTION

Initiator Role

Aylesham Primary School

Post: Inclusion Initiator – Learning (This may be class based or working with specific children) and Forest School

Salary: EKC 4

Responsible To: Deputy Headteacher

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.

Tier of role: Initiator

Key descriptor: Initiator

Scope of role: Provides specialist knowledge and skills to provide specific services and support, using judgement and problem-solving skills (within pre-set guidelines and defined procedures).

Autonomy: Prescribed work but with discretion on how the outcome is achieved. Plans own work (short-term) and contribute to longer-term planning.

Knowledge of role: Role-specific knowledge required.

Skills – Technical & Practical: Specific and specialist knowledge, skills and experience relevant to the role

Qualifications/Experience: Level 3+ in a specific relevant field

Supervision of others: Supervision of others, but no line management

Management by others: Identifies and refers more complex issues to a more senior colleague. Guidance or instruction is required for new tasks.

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. Flexibility to support children with specific and profound learning needs. This may include SEMH needs.
2. Support children requiring medical or intimate care.
3. Proactively develop skills to support specific children or specific needs and act on initiative where necessary.
4. To plan, prepare and deliver a range of Forest School sessions with children.
5. To promote learning in the outdoor environment and the ethos of Forest Schools and outdoor learning.
6. Ensure Health & Safety requirements are met, including Risk Assessments which are continually checked and updated.
7. To ensure that all sessions are well prepared, and risk assessed
8. To supervise support staff and volunteers effectively, ensuring they embrace the ethos of forest school.

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	Short listing
	Tier of Role: Initiator			
Qualifications and Training				
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
3.	Level 3 Forest Schools Practitioner with Outdoor First Aid training	✓		4
Experience				
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
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
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
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