



**Regis Manor
Primary School**

Inclusion Assistant
INFORMATION



CONTENTS

Regis Manor Primary School	Pg 3
Job Description	Pg 4
Person Specification	Pg 5
Overview of Swale Academies Trust	Pg 6
Application Process	Pg 7
Safeguarding	Pg 8



**Regis Manor
Primary School**

Dear Applicant

On behalf of all the children, staff and governors, I'd like to thank you for your interest in the role at Regis Manor Primary School.

We are a school that likes to celebrate success at every level. Our children are hardworking, enjoy a challenge and love to learn. We provide a huge array of activities for children to broaden their experiences which you will be able to see through our news and updates on our website and social media feeds. Working in partnership with parents, carers and other key members of the community we work together on the school's journey to provide an outstanding provision for all.

Regis Manor is part of Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. The Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London.

Regis Manor was judged "good" at its last Ofsted inspection in March 2018 and the school continues to improve and develop. The welfare and development of its pupils is at the heart of everything the school does.

We seek to appoint an excellent practitioner who thrives on challenge, is passionate about improving the life chances of pupils, enjoys working as part of a team and feels confident in trying new ways of doing things. The successful applicant will be well supported and we can offer you a school committed to your professional learning.

We look forward to receiving your application.

Yours sincerely

Mr M Perry
Head of School

JOB DESCRIPTION



Job Title: Inclusion Assistant
Grade: SAT C
Responsible to: Inclusion Lead/SENCO

Purpose of the job:

To work with the Inclusion lead/SENCo teachers and teaching assistants to support teaching and learning, providing specialist support to the Inclusion lead/SENCo to best meet the needs of children.

Key duties and responsibilities:

- To provide guidance on activities for individuals and groups of pupils under the professional direction and supervision of the Inclusion lead, differentiating and adapting learning programmes to suit the needs of allocated pupils.
- To maintain and update pupil records relating to medical and SEN needs, sharing information with colleagues as appropriate.
- Under the direction of the Inclusion lead/SENCo, maintain medical care plans, personalised plans, provision maps, PSPs, behaviour plans, risk management plans, CIC plans and other SEN intervention plans.
- Under the direction of the Inclusion lead/SENCo, collate and prepare information and evidence relating to assessments, HNF applications, LIFT paperwork, Educational Health and Care Plans and referrals to external agencies.
- Under the direction of the Inclusion lead/SENCo, undertake routine liaison with staff, external agencies and parents/carers.
- In conjunction with the School Health Service, assist in arranging in-school appointments with visiting medical/therapeutic practitioners e.g. occupational therapy, visual impairment, hearing impairment, physio, incontinence nurse and speech & language.
- Assist the Inclusion lead/SENCo in collating SEN, CIC and medical data producing routine reports and preparing statistical returns as requested.
- To act as a Deputy Safeguarding Lead, investigating initial concerns in liaison with the Designated Safeguarding Lead along with relevant professionals (e.g. social workers) and parents.
- To support class teachers with the planning and evaluation of specialist learning activities to meet the needs of pupils including incorporating advice from specialist teachers and other outside agencies and record effectively on provision maps.
- To support teachers and teaching assistants in selecting and adapting appropriate resources/ methods to facilitate agreed learning activities and monitor their impact.
- To respond to the social and emotional needs of pupils, including CIC, linking with pupils' families, developing behaviour support plans, PSPs and identifying appropriate SEMH provision (Thrive, ELSA etc)
- To establish and maintain relationships with families, carers and other adults, e.g. speech therapist.
- To escort and supervise pupils on educational and out of school activities.

JOB DESCRIPTION



- To guide and support pupils in their personal, emotional and social development.
- To be responsible for the preparation, maintenance and control of stocks of materials and resources.
- To attend to personal care needs to ensure pupil's well-being and health and safety.
- To assist the Inclusion Lead/SENCo in implementing behaviour management programmes for pupils with severe learning and /or emotional problems to ensure pupils' well-being, health, safety and learning needs are met.
- To support the Inclusion lead/SENCo, Teachers and colleagues in the positive handling of pupils to ensure pupils' well-being, health and safety is maintained, and assist with the development of hygiene and general dressing programmes.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

PERSON SPECIFICATION



Qualifications	Essential / Desirable
Educated to 'C' Grade at GCSE or an equivalent level	E
Experience	
Experience working with children with SEND	E
Relevant SEN Qualifications/Courses	E
Skills and Abilities	
Excellent numeracy/literacy skills	E
Strong interpersonal skills	E
Ability to organise and prioritise workloads to meet deadlines	E
Ability to communicate in a friendly and helpful manner with staff, parents and members of the general public, both in person and over the telephone.	E
Remain calm under pressure and manage a wide range of situations	E
Willingness to learn	E
Work effectively and accurately, with excellent attention to detail.	E
Experience with medical care and creating personal plans for children	D
Knowledge	
Understanding of types of SEND and strategies to support pupils	E
Understanding of good classroom practice	E
Good knowledge of Data Protection and confidentiality issues.	E
An awareness of safeguarding in schools	E
Knowledge and experience of a range of screening tools	D
Good knowledge of supporting pupils with speech and language needs	D
Knowledge of mainstream core standards	D

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Taney Cook
Regis Manor Primary School,
North Street,
Milton Regis,
Sittingbourne
Kent
ME10 2HW

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

