



**Regis Manor Primary School
Recruitment Pack**

Inclusion Assistant



Middletune Avenue

Sittingbourne

Kent

ME10 2HT

Job Description

Job Title: Inclusion Assistant

Grade: SAT Band 6

Responsible to: Head of School

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 and to best meet the needs of children in a particular age range or area of the curriculum.

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, 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.
- 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, Teacher 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.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Inclusion Assistant

Grade: SAT Band 6

Responsible to: Head of School

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

Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust.

Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at our most recent Ofsted reports will point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

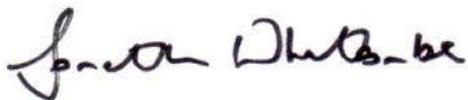
We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive for all pupils to produce work which showcases their development over time of which they, their teachers and support staff and parents can be really proud.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads "Jon Whitcombe". The signature is written in a cursive, slightly slanted style.

Jon Whitcombe
Trust Principal

Welcome from Head of School

Dear Applicant

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

We are a school that likes to celebrate success at every level. Our children are hard-working, 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 sixteen 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 with a proven track record of ensuring excellent pupil progress. The ideal candidate will thrive on challenge, be passionate about improving the life chances of pupils, enjoy working as part of a team and feel 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. In the meantime, you are warmly invited to visit or if you have any questions please do not hesitate to telephone me for an informal discussion.

Yours sincerely



Mr M Perry



Swale Academies Trust

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of six secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.



As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. 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.

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 Sittingbourne School, Sittingbourne
- The Whitstable School, Whitstable
- Westlands School, Sittingbourne

Central Support Services

- Ashdown House, Sittingbourne

Extract from Safeguarding Policy

Introduction and Ethos

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in this policy apply to all staff and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

Recruitment of ex-offenders

The Trust has a written policy on the recruitment of ex-offenders, which is available on the Trust website under policies and documents.

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 application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR Team
Swale Academies Trust
Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS

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
- Documentary evidence of identity that will satisfy DBS requirements
- 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.

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. This can be downloaded here:

<https://www.swale.at/page/?title=Privacy+Notice&pid=33>

