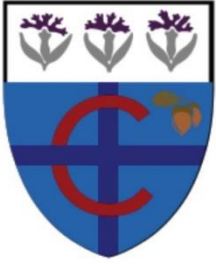


Bishop Chavasse C.E. Job Vacancy

Inclusion Support Assistant

Specific Responsibilities Include:

- Contribute to safeguarding and promoting the wellbeing of all students in the school community
- Provide pastoral support to pupils within the school environment, identifying any patterns of need and reporting any concerns to the Designated Safeguarding Lead in line with school policies.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Deliver and evaluate the effectiveness of interventions for individual pupils and small groups, under the direction/supervision of the SENCO
- To contribute to raising standards by ensuring high expectations are role-modelled and promoted in interactions with all pupils.
- Provide support to the SENCO with the development, implementation and review of Individual Education/Behaviour/Support/Mentoring plans.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Provide support to Pupil Premium and SEND Pupils to achieve their learning goals
- To monitor and support teaching staff to ensure that Provision Maps are effective, leading to accelerated progress
- Assist the Headteacher, SENCO and teachers in monitoring pupil's progress and attainment.
- Undertake observations of individual pupils and collate evidence of need in support of applications for high needs funding or other referral
- Provide support to the SENCO in the completion of assessments and external SEND paperwork, including but not limited to EHCP and Early Help referrals.
- To support the SENCO with the maintenance of SEND and Pupil Premium Files, ensuring records are up to date, accurate and held in accordance with the Trust's Data Protection and Records Management policies.
- To provide support for families identified as requiring additional pastoral support, making referrals to the Designated Safeguarding Lead or external agencies as appropriate
- Contribute to the development of school policies and procedures by participation in working groups.
- Contribute to the development, preparation and dissemination of appropriate SEND support resources and materials.
- The duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.



Bishop Chavasse C.E School

Inclusion Support Assistant

Person Specification

Knowledge

- Relevant experience in a school environment.
- Basic knowledge of general school policies and procedures.
- Good literacy and numeracy skills to GCSE standard C or above.

Interpersonal Skills:

- Demonstrating sensitivity and tact.
- Using developed advisory, negotiating or persuasive skills with a range of audiences.
- Highly effective oral and written communication skills.
- Maintenance of confidentiality

Physical Skills:

- Ability to use range of Office software
- Accuracy and attention to detail
- Physical and mental capacity for the post

Initiative & Independence:

- Working on own initiative, proactively supporting colleagues
- Prioritise own work effectively
- Assess and resolve unanticipated problems independently but refer more serious problems to a senior manager for advice and guidance.
- Organisational skills, to meet demands of others.
- Ability to demonstrate effective implementation of the school's behaviour management policy.

Mental Demands:

- Dealing with conflicting demands and interruptions.
- Meeting deadlines imposed internally and externally.
- Ability to work under pressure.

Emotional Demands:

- Dealing regularly with people, including children who can be angry, difficult, upset or unwell.

Responsibility for People:

- Providing advice and guidance on the phone and face-to-face to a wide range of audiences.
- Welfare of pupils.