



Job Description – Inclusion Assistant

Employment details

Job title:	Inclusion Assistant
Reports to (job title):	Inclusion Manager/Headteacher
Hours of work:	30 hours per week
Level and scale point:	30 hours per week. Level 3/Scale pt 7. Actual salary £14,035.17 This will be a permanent position, term time only

Main duties/responsibilities

General duties
Contribute to the development of a positive and inclusive ethos.
Work closely with the Inclusion Manager and other key members of staff to contribute to effective provision for pupils with additional needs.
Liaise and coordinate the involvement of external agencies for additional support, where necessary.
Coordinate and contribute to annual reviews for pupils with additional needs.
Support and contribute to the work of the pastoral team.
Act as a contact for parents, dealing with any concerns and issues relating to discipline and pupil behaviour.
Liaise with and coordinate the contribution of external agencies for additional support.
Develop others' understanding of pupils' additional learning needs and the importance of raising achievement and celebrating inclusion among all pupils.
Act as the lead professional for the Early Help Process.
Establish good relationships with pupils, acting as a role model, and being aware of and responding appropriately to individual needs.
Promote the inclusion and acceptance of all pupils.
Gather/report information from/to parents/carers as directed.
Provide clerical/admin support e.g. photocopying, typing, filing, phone calls, emails, correspondence and liaison with external agencies.



Recording and assessment
Work closely with other professionals to support pupils who are in need of additional provision.
Set up efficient systems for assessing and reviewing the progress and inclusion of pupils with additional needs.
Support the Inclusion Manager to help develop others' understanding of pupils' additional learning needs and the importance of raising achievement and celebrating inclusion among all pupils.
Progress and achievement of pupils
Play an active role in the planning and intervention of those pupils who are not making progress, liaising with key members of staff where necessary.
Prepare, carry out and manage statutory assessments for pupils with additional needs, with support from the Inclusion Manager.
Support for the School
Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
Contribute to the overall ethos, work and aims of the school.
Appreciate and support the role of other professionals.
Convene, attend and lead relevant meetings as required.
Participate in training and other learning activities and performance development as required.
Assist with the supervision of pupils out of lesson times, sometimes with the support of the school dog.