



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Inclusion Support Worker</b>
<b>Pay Scale:</b>	<b>B1 - B3 (point 4-11)</b>
<b>Hours:</b>	<b>37 hours per week. Term Time only</b>
<b>Responsible to:</b>	<b>SENCO and Senior Leaders</b>

### **Purpose of the job:**

Ensuring access to education and raising the standards of education attainment, of an individual pupils or/and a specific group of pupils. To contribute to the wider work of the Inclusion team through driving our inclusion agenda, including engaging and re- engaging children into school including children who face multiple barriers in engaging in school. To provide support to pupils in overcoming barriers to learning. Maintain professional records and appropriate casework notes in relation to individual pupils.

### **Duties and Responsibilities:**

- Collaborate with colleagues in the assessment of pupils to support the determination of specific needs / requirements of individuals.
- Participate in the assessment of pupils to determine specific needs / requirements of individuals.
- Support the development and implementation of individual support plans and strategies.
- Work in partnership with teachers, pupils and parents.
- Assist other staff in planning, evaluating and adjusting learning activities as appropriate.
- Support the monitoring and evaluation of pupil's responses and progress against action plans through observation and planned recording.
- Provide objective and accurate feedback and reports as required, to other staff on pupil's achievement, progress and other matters.
- Contribute to the development of constructive links (communication) with families / carers of pupils under the direction of senior staff / the class teacher.
- Provide advice and support for families in relation to the educational opportunities available and progress being made.
- Effectively communicate and collaborate with other internal and external agencies/professionals, teaching and senior staff, to support achievement and progress of pupils.
- Participate and contribute to continuous professional development to ensure up to date knowledge and skills. This includes the openness to specialising in an area of SEND education to provide for the students' educational needs at Hunslet Moor Primary.

- Maintain professional records and appropriate casework notes in relation to individual pupils.
- Support the delivery of guidance / advice to staff at Hunslet Moor Primary School to support specific pupil needs.
- Contribute to the promotion of a positive view on inclusion.
- Contribute to the operation of a child centred approach to individual cases.
- Support Hunslet Moor Primary's drive to a creative and flexible approach to meeting the educational needs of pupils.
- Prepare and use specialist equipment, plans and resources to support pupils.
- Demonstrate a growth mindset in all interactions with pupils.

### **Key Competencies:**

- Undertakes tasks under general guidance of senior staff to assess pupil needs. Demonstrates good understanding of pupil's individual plans and how these relate to the pupil's specific needs.
- Participate and support with the development and implementation of strategies to support pupils to achieve learning goals with general guidance of senior staff and regularly contributes suggestions for adjustments to strategies to meet pupil needs.
- Detailed understanding of methods used to monitor achievement and regularly performs tasks to monitor pupil performance to a standard that would enable the postholder to demonstrate to colleagues / train new starters.
- Regularly contributes to the preparation and use of wide range of specialist resources / initiatives to meet specific needs of pupils with general guidance from senior staff.
- Encourages pupils to take responsibility for their own learning and development, regularly uses methods on own initiative developed through experience rather than as directed by senior staff.
- Overall, able to take appropriate action to a wide range of situations. Occasionally seeks guidance / support from senior staff.
- High levels of professional conduct at all times when representing Hunslet Moor Primary School.

### **Other specific duties/requirements**

- Attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the academy.
- To administer medicines in line with the Medical Policy
- Be aware of, and comply with, policies and procedures relating to child protection and safeguarding; health and safety; confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- To undertake any other duties commensurate with grade, as directed by line manager, to support pupil wellbeing and development

- To provide consistent and effective support in line with the requirements and responsibilities of role.
- To take part in self development opportunities and training activities offered by Hunslet Moor Primary School

## Person Specification

**Job Title:** Inclusion Support Worker

**Grade:** B1 - B3 (point 4-11)

Essential Criteria	How Identified	Desirable Criteria	How identified
<b>SKILLS</b>			
<b>Experience of supporting and facilitating pupils learning and progress</b>	Application form and selection process	<b>First aid training</b>	Application form certificates
<b>Ability to relate well to children and adults</b>	Application form and selection process		
<b>Work constructively as part of</b>	Application form and	<b>Ability to self-evaluate learning</b>	Application form and

<b>a team</b>  <b>Effective use of ICT to support learning</b>  <b>Use of other equipment technology – ipad, laptop, photocopier</b>	selection process  Application form and selection process  Application form and selection process	<b>needs and actively seek learning opportunities</b>	selection process
<b>KNOWLEDGE &amp; UNDERSTANDING</b>  <b>Full Understanding of relevant policies/codes of practice and awareness of relevant legislation</b>  <b>Understanding classroom roles and responsibilities and your own position within these.</b>  <b>Understanding of child development and learning</b>  <b>Working with or caring for children of relevant age</b>  <b>General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</b>	Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process		
<b>Essential Criteria</b>	<b>How Identified</b>	<b>Desirable Criteria</b>	<b>How identified</b>

<p><b>QUALIFICATIONS/ TRAINING</b></p> <p><b>Maths and English Grades : GCSE A*-C or equivalent</b></p> <p><b>Training in the relevant learning strategies e.g. literacy</b></p> <p><b>Training to support SEN students</b></p>	<p>Application form, qualification certificate and selection process</p> <p>Application form and selection process and/or certificate</p> <p>Application form and selection process and/or certificate</p>	<p><b>NVQ 2 or appropriate level of experience of operating in the classroom environment</b></p>	<p>Application form and selection process</p>
<p><b>OTHER CONDITIONS</b></p> <p>No smoking policy</p>			