

Heworth Grange Comprehensive School



Job Profile

Post Title	INCLUSION SUPPORT ASSISTANT
Purpose	<ul style="list-style-type: none"> ▪ To raise pupil attainment and maintain engagement by supporting individuals and groups of pupils to remove barriers to learning and achievement. ▪ To liaise with key staff in supporting pupils at risk of exclusion and to play a key role in drawing up and implementing appropriate action plans. ▪ To work in situations of in-class support ▪ To work with pupils in individual withdrawal or small group work sessions addressing barriers to learning.
Reporting to	Inclusion Manager
Working time	Term Time Only, 37 hours per week
Salary range	APT & C, Grade E, £17,161 - £19,126 (pro rata'd for TTO)
Disclosure level	Enhanced disclosure
Main Duties	<ul style="list-style-type: none"> • To support pupils where there are barriers to learning, both within the schools Inclusion Centre and within lessons. • To provide group and one-to-one sessions within the mainstream school where there is an identified need. • To develop and implement intervention strategies which address behavioural issues and help pupils maintain their inclusion within mainstream provision. • To work with pupils following an alternative curriculum, both in-house and in off-site provision. • To provide mentorship for vulnerable pupils, integrating this with the needs of supporting achievement. • Assist in developing and implementing Individual Learning Plans for pupils, as required. • Where relevant category of driving licence held, to transport pupils using school minibus. • To update and maintain records, as appropriate. • To use SMART targets with the identified cohort of pupils. • To accompany pupils on off-site activities. • To work with identified staff to monitor the effectiveness of the programmes offered to students. • To work within the confines of the Confidentiality and Child Protection policies. • To form professional and collaborative working relationships with colleagues. • To set a good example to pupils, parents and other visitors to

	the school through presentation and personal and professional conduct.
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Reporting to:	Inclusion Manager
Liaising with:	Inclusion team, staff, students, parents/carers, outside agencies as appropriate
Staff Responsibility:	None
Car User Status:	Occasional
Other Specific Duties:	<ul style="list-style-type: none"> • To engage actively in the performance review and development process. • To comply with the school's health and safety policy and to undertake risk assessments as and if appropriate. • To undertake any such other duties within reason, at the request of the Headteacher.

Knowledge and Qualifications

Essential

Qualifications:

- NVQ Level 3 or equivalent qualification
- Excellent numeracy, literacy and ICT skills
- Excellent communication skills

Experience:

- Experience working with challenging children
- Working in a school or an educational setting

Knowledge of:

- Child Protection issues/Government legislation and guidelines relating to the needs of children
- Understanding of classroom roles and responsibilities

Desirable

Qualifications:

- NVQ Level 4 or equivalent qualification
- Full driving licence, access to vehicle

Experience :

- Working with children with additional needs.
- Working in a classroom setting

Knowledge of:

- Barriers to learning
- Working knowledge of national curriculum and other basic learning programmes/strategies