



## Job Description Inclusion Assistant

**Name:**

**Reporting to:** Senior Teacher for Inclusion

**Working Time:** 32.5 hours, Term Time Only +5

**Salary/Grade:** Band 5

**Disclosure level:** Enhanced DBS

### Post Purpose:

- To support access to learning for students within the college with SEND. This will be done within the alternative provisions and across mainstream lessons. To provide support to teachers across the College on strategies and help in the management of students and the classroom.

### Key Responsibilities:

To work under the direct instruction of:

- The Senior Teacher for Inclusion to offer support and guidance in enabling all the students to access their learning.
- The teaching staff, usually in the classroom with the teacher, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.
- To support the work of the faculty by developing strategies across the school for working with young people with SEND

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signed** \_\_\_\_\_  
**(Post Holder)**

**Dated** \_\_\_\_\_  
**(Headteacher)**



## Person Specification

Attributes	Essential	Desirable	Assessment
<b>Qualifications and Training</b>	<ol style="list-style-type: none"> <li>1. Good standard of literacy, numeracy and ICT</li> <li>2. Up to date training in SEND</li> </ol>	<ol style="list-style-type: none"> <li>1. Work related/vocational qualification</li> </ol>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> </ul>
<b>Experience</b>	<ol style="list-style-type: none"> <li>3. Proven work with young people</li> <li>4. Experience of working with Autism and/or Social, Emotional and Mental Health Difficulties</li> <li>5. Effective communication between home and school</li> <li>6. Good understanding of health and safety issues</li> </ol>	<ol style="list-style-type: none"> <li>2. Experience of working in 1:1 situations</li> <li>3. Experience in mentoring</li> </ol>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interview</li> </ul>
<b>Knowledge and Understanding</b>	<ol style="list-style-type: none"> <li>7. Ability to work as part of a team</li> <li>8. Understanding of how to support young people with SEND and strategies to enable this to happen successfully.</li> <li>9. Good understanding and up to date training in the safeguarding of young people</li> <li>10. An understanding of the barriers to learning facing young people</li> <li>11. Knowledge of a range of strategies to support student learning in the classroom and overcome barriers associated with their need.</li> </ol>	<ol style="list-style-type: none"> <li>4. Ability to work under own initiative</li> <li>5. Organised</li> </ol>	<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• References</li> <li>• Interview</li> </ul>
<b>Skills and Personal Qualities</b>	<ol style="list-style-type: none"> <li>12. Enjoy working with young people Good listener</li> <li>13. Approachable</li> <li>14. Self-motivated</li> <li>15. Good sense of humour</li> <li>16. Flexible approach</li> <li>17. Resilient</li> </ol>	<ol style="list-style-type: none"> <li>6. Effective use of IT</li> <li>7. Willingness to learn</li> <li>8. Run after school activities</li> <li>9. Commitment to equal opportunities</li> </ol>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interview</li> </ul>



# High Tunstall College of Science

Inspire | Support | Achieve



Headteacher: Mark R Tilling

Deputy Headteachers: Peter W Hayward and Laura Ovens

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## Training

The successful candidate must be prepared to undertake training and development, as required, particularly in relation to the introduction of new technologies and continuous professional development.

## Support Staff Benefits

Currently the School offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses.
- Enrolment into Teesside Pension Fund.
- Free parking on site
- Free use of the state-of-the-art Tunstall Active including fitness suite, swimming pool and 3G pitch
- Annual flu vaccination
- Medical benefits including quick access to Occupational Health, Physiotherapy and Counselling