******High Tunstall College of Science**

 **Inclusion Assistant- Job Description**

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| **1.** | **INTRODUCTION** |
|  | **NAME OF POST HOLDER:** |
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|  | **Post Title:** | **Inclusion Assistant** |
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|  | **Post Purpose:** | To support access to learning for students within the college with Special Educational Needs and Disabilities. This will be done within the SEND provision and across mainstream lessons. To provide support to teachers across the College on strategies and help in the management of students and the classroom. |
|  | **Reporting to:** | Senior Teacher for Inclusion  |
|  | **Responsible for:** | - |
|  | **Liaising with:** | All College staff and agencies involved with key students |
|  | **Working Time:** | 30 hours TTO plus 5 days |
|  | **Salary/Grade:** | Band 5 |
|  | **Disclosure level** | Enhanced DBS |
| **2.** | **MAIN DUTIES** |
|  | * 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 Special Educational Needs and Disabilities.
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| **3 .**  | **SUPPORT FOR STUDENTS** |
|  | * Attend to the students’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
* Deliver differentiated learning programmes to students where appropriate including literacy, numeracy and social/life skills.
* Supervise and support students ensuring their safety and access to learning is met
* Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
* Promote the inclusion and acceptance of all students
* Encourage students to interact with others and engage in activities led by the teacher
* Encourage students to act independently as appropriate
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| **4.** | **SUPPORT FOR THE TEACHER** |
|  | * Prepare classroom as directed for lessons and clear afterwards and assist with the display of students work
* Be aware of student problems/progress/achievements and report to the teacher as agreed
* Undertake student record keeping as requested
* To discuss successful strategies in supporting students in the Faculty by discussing and sharing good practice from the Inclusion Team
* Support the teacher in managing student behaviour, reporting difficulties as appropriate
* Gather/report information from/to parents/carers as directed.
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| **5.** | **SUPPORT FOR THE CURRICULUM** |
|  | * Support students to understand instructions
* Support students in respect of local and national learning strategies
* Support students in using basic ICT as directed
* Prepare and maintain equipment/resources as directed by the teacher and assist students in their use
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| **6.** | **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
* Provide SEND specific support to colleagues
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
* Accompany teaching staff and students on visits, trips and out of school activities as required
* Show a duty of care and take appropriate action to comply with health and safety requirements at all time
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
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| **7.** | **ADDITIONAL DUTIES:** |
| Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. |
| **8.** | **SIGNATURES:** |
| 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 and, 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postholder (Headteacher)**

**Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postholder (Headteacher)**