



HATTON ACADEMIES TRUST JOB DESCRIPTION

Job Title:	Inclusion Support Assistant - Level 2 - Oakway Primary Academy
Responsible to:	Principal
Pay scale:	NJC Scale Point 3 – 4
Working Hours:	32.5 hours per week, 39 weeks per year
Working Pattern:	Monday to Friday: 8.30am to 3.30pm with a 30 minute unpaid lunch break

Job Purpose:-

To provide support to teachers to enable all pupils to achieve their full potential by:

- raising and maintaining standards of education and social development
- promoting the involvement of pupils in the social and academic processes of the trust academy
- enabling pupils to become more independent learners
- helping to raise standards of achievement for all pupils

Key Features:-

- Jobs require an in-depth understanding of methods, procedures and the curriculum.
- The emphasis of these jobs is on the practical application of specialist knowledge and skills, rather than conceptual understanding
- Some will have a specialist role that will typically cover a deeper knowledge of a narrower range of circumstances and may provide a lead in that specialism to others within the trust academy
- Supervisory responsibilities are likely to be a feature of these roles apart from where activities are of a very specialist nature – where guidance and development of others is likely to be a feature
- Works under an agreed system of supervision / management delivering learning and providing specialist knowledge
- Uses factual knowledge and reports on factual information to persuade others to take a course of action. Role holders may have a higher level of communication skills to influence, motivate and drive behavioural change as a result of persuasion and appeal
- Provides management information and likely to provide some input to the school development plan. May be involved in project work
- Likely to interact with colleagues, managers, other service users and external partners and agencies
- Under an agreed system of supervision (may) deliver lessons to whole classes and groups Deliver whole lessons and provide 1:1 and/or group learning.
- In liaison with the class teacher, support the progress of identified groups of pupils within lessons and in intervention groups, tracking their progress and keeping accurate records. Report back to the class teacher.

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Main Duties:-

1. Provide personal and welfare care

- Take a lead role in managing and delivering pastoral care and developing and implementing behaviour management strategies promoting independence and self-control and assist in the supervision of pupils to ensure that the trust academy's standards of health, safety and behaviour control are maintained
- Employ strategies to recognise and reward achievement of self-reliance to meet the needs of pupils
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by

2. Supporting Pupils in the Learning Environment

- Support children with Special Educational Needs and Disabilities (SEND) across the age ranges. Depending on the requirements of the Academy, this may be in a 1:1, small group or classroom-based capacity.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including those with special educational needs and disabilities
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use specialist skills to support pupils consistently in the learning environment to promote independence and self-reliance, inclusion, acceptance and equality of access to learning opportunities for all pupils

3. Providing Clerical and other support to service users

- Provide administrative and other support to meet service delivery requirements (*for example compiling / analysing / reporting on attendance, exclusions*)
- Lead in the development, implementation and monitoring of systems relating to attendance and integration to meet service delivery requirements (for example registration, truancy, pastoral systems)
- Contribute to the identification and implementation of appropriate out of school learning activities which consolidate and extend pre-defined learning activities to meet requirements of pupils and the curriculum
- Administer, assess and mark tests and invigilate exams and tests to meet requirements of pupils and the curriculum

4. Preparing and maintaining the classroom environment and resources

- Select, plan, prepare, organise and evaluate the effectiveness of learning resources and environment to lead learning activities to meet the needs of pupils and the curriculum
- Advise on appropriate deployment and use of specialist aid, resources and equipment to meet the needs of pupils and the curriculum

5. Working with People to develop the team and build professional relationships

- Build and maintain positive constructive working relationships with pupils, parents, colleagues, professionals and multi-agencies to discuss pupil progress, internally and externally and maximise pupil development and maintain the overall ethos of the trust academy
- Contribute to meetings with parents and carers by providing feedback on pupil progress,

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- attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

6. Monitoring levels and ordering of resources

- Ensure the resource monitoring and ordering process provides the timely availability of resources to meet the requirements of the curriculum
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources

7. Reviewing pupils' performance

- Monitor, observe, record and feedback on pupil achievement providing objective reports with appropriate evidence and assist in the gathering of information and completion of pupil profiles and records of attainment to maximise pupil development
- May implement specific progress and review systems related to a specialist area to ensure monitoring and review of pupil progress to maximise pupil development and meet national requirements

General

- participate in break and lunchtime supervision duties
- Responsibility for safeguarding and promoting the welfare of children at the trust academy.
- The Trust has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Trust's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the trust academy.
- To carry out other relevant duties as may be reasonably requested by the Principal commensurate with the pay and grade of the Post.

Signed by Post Holder _____

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Date _____

Signed on behalf of the Academy _____

Date _____

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