



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Inclusion Support Worker</b>
<b>Academy:</b>	<b>BBG Academy</b>
<b>Pay Scale:</b>	<b>SCP 7 - 11 (£26,403 - £28,142 per annum) FTE</b>
<b>Actual Salary:</b>	<b>£19,326 - £20,599 per annum</b>
<b>Hours:</b>	<b>32.5 hours per week. Term Time only</b>
<b>Responsible to:</b>	<b>SENDCO</b>

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

Ensuring access to education and raising the standards of education attainment, of an individual student or/and a specific group of students. To provide support to students in overcoming barriers to learning. Maintain professional records and appropriate casework notes in relation to individual students. This post combines the provision of learning and support across the curriculum with supervision duties.

### **Duties and Responsibilities:**

- Collaborate with colleagues in the assessment of students to support the determination of specific needs / requirements of individuals.
- Participate in the assessment of students to determine specific needs / requirements of individuals.
- Support the development and implementation of individual support plans and strategies.
- Provide advice to enable students to make choices about their own learning, including information about opportunities, support mechanisms and organisations available.
- Deliver small group interventions as directed by the SENDCo.
- May supervise whole classes occasionally during short-term absence of teachers, maintaining good order through the use of PD and keeping students on task.
- Assist other staff in planning, evaluating and adjusting learning activities as appropriate.
- Provide feedback to students in relation to progress, achievement and other matters.
- Support the monitoring and evaluation of student'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 student's achievement, progress and other matters.
- Contribute to the development of constructive links (communication) with families / carers of students 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 students.
- Support the development of strategies to provide guidance to the academy to support the specific needs of students.
- 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 the academy.
- Maintain professional records and appropriate casework notes in relation to individual students.
- Support the delivery of guidance / advice to staff in the academy to support specific student needs.
- Contribute to the promotion of a positive view on inclusion.
- Contribute to the operation of a child centred approach to individual cases.
- Support the academy's drive to a creative and flexible approach to meeting the educational needs of students.
- Prepare and use specialist equipment, plans and resources to support students.
- Support in examination circumstances as directed by the SENDCO.
- Demonstrate a growth mindset in all interactions with students.

#### **Key Competencies:**

- Undertakes tasks under general guidance of senior staff to assess student needs. Demonstrates good understanding of student's individual plans and how these relate to the student's specific needs.
- Participate and support with the development and implementation of strategies to support students to achieve learning goals with general guidance of senior staff and regularly contributes suggestions for adjustments to strategies to meet student needs.
- Detailed understanding of methods used to monitor achievement and regularly performs tasks to monitor student 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 students with general guidance from senior staff.
- Encourages students 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 the academy.

**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.
- Be aware of, and comply with, policies and procedures relating to child protection; health and safety; confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware and support differences and ensure all students have equal access to opportunities to learn and develop.
- To undertake any other duties commensurate with grade, as directed by line manager, to support student 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 the academy.

### Person Specification

**Job Title:** Inclusion Support Worker

**Grade:** SCP 7 - 11

Essential Criteria	How Identified	Desirable Criteria	How identified
<b>SKILLS</b>  <b>Experience of supporting and facilitating students learning and progress</b>  <b>Ability to relate well to children and adults</b>  <b>Work constructively as part of a team</b>  <b>Effective use of ICT to support learning</b>	Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process	<b>First aid training</b>    <b>Ability to self-evaluate learning needs and actively seek learning opportunities</b>	Application form/certificates    Application form and 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</b>	Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process  Application form and		

curriculum and other basic learning programmes/strategies	selection process		
<b>Essential Criteria</b>	<b>How Identified</b>	<b>Desirable Criteria</b>	<b>How identified</b>
<b>QUALIFICATIONS/ TRAINING</b>  <b>Maths and English Grades: GCSE A* - C / 9 - 4 or equivalent</b>  <b>Training in the relevant learning strategies e.g. literacy</b>  <b>Training to support SEN students</b>	Application form, qualification certificate and selection process  Application form and selection process and/or certificate  Application form and selection process and/or certificate	<b>NVQ 2 or appropriate level of experience of operating in the classroom environment</b>	Application form and selection process
<b>OTHER CONDITIONS</b>  Maths and Literacy Assessment  No smoking policy			

The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors, and contractors to share this commitment. Shortlisted applicants will undergo relevant checks in line with statutory guidance and all appointees will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service