

## Job Description

**Job Title:** Inclusion Advocate  
**Contract:** 37 hours per week, term time  
**Responsible to:** Deputy Headteacher / Inclusion Manager

### Job Purpose

- Work in partnership with teaching staff to identify and address the individual needs of students.
- Receive instruction and guidance from the Inclusion Manager/Deputy Headteacher regarding the academic targets to be set for each child.
- Provide practical advice and support to the child on an individual basis, particularly in respect of planning and resources and where necessary provide emotional support and encouragement to enable him/her to achieve the targets set.

### Key Corporate Accountabilities

- To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc. the school's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

### Principal Accountabilities

- To work in partnership with staff and parents to identify and address pupil concerns.
- To assist in planning, organising, facilitation and learning activities which reflect specific expertise and knowledge.
- Create a structured, positive learning environment within the curriculum or subject area being taught.
- Support the Curriculum Plan and learning programmes designed by the teacher.
- Assist with the development of Pastoral Support Plans and targeted behaviour objectives.
- Supervise pupils, delivering learning activities to small groups of pupils, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils learning.
- Monitor pupil responses to learning through observation and structured assessment against pre-determined learning objectives.
- Provide objective and accurate feedback sensitively for pupils, parents etc. and producing evidence based reports to teaching staff.

- Maintain daily contact with assigned pupils – to support, assist and enable them to meet the targets set and develop the attitude and skills to meet targets with less support.
- To encourage pupils to develop social and independence skills whilst providing support when it is needed.
- Establish and maintain appropriate records of the pupils' progress and investigate, as appropriate, the cause of any failure to meet targets set.
- Regularly review pupils against the targets set and advise staff accordingly.
- Work in partnership with other practitioners to deliver effective interventions and support for children and families.
- Report pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Be involved in extra curricular activities e.g. open days, presentation evenings.
- Ensure that all statutory obligations in regard to the children are followed and adhered to.
- Carry out any other duties as may be reasonably requested by the Principal or Governing Body

## Notes

- Duties will inevitably develop and change as the work of the academy changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions. The academy reserves this right. This job description will be supplemented on a regular basis by individual objectives as per the annual performance review derived from the School Development Plan.
- Where an applicant or existing employee is, or becomes disabled (as defined by the DDA) and informs the academy fully of their requirements, reasonable adjustments will be made to the job description, wherever possible after seeking appropriate professional advice.

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so. An enhanced DBS\* disclosure is required by all staff (\*formerly known as CRB).

Responsibilities under Health and Safety:

All staff have a responsibility to be aware of, and act upon the Health and Safety policies of The Academy. Full details are to be found on the website.

## Signatures:

**Line Manager:** \_\_\_\_\_ **Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Person Specification

### Inclusion Advocate

	Essential	Desirable
<b>Qualifications</b>		
O levels/ GCSE level	✓	
Relevant level 2 qualification	✓	
Relevant level 3 qualification		✓
<b>Experience</b>		
Experience of working in a primary school setting	✓	
<b>Professional Knowledge, Understanding, Skill and Abilities</b>		
A clear understanding of the skills and attributes involved in providing outstanding support for learning	✓	
Awareness of the expectations of the new Ofsted Framework	✓	
Able to use assessment and data accurately to monitor and evaluate the attainment and progress of pupils	✓	
Ability to create a safe and positive learning environment that promotes independent and risk taking learners	✓	
Able to use resources creatively, including ICT, school spaces, the wider community and other adults to support independent and confident learners	✓	
Able to use a range of strategies to manage effective learning behaviour	✓	
Have experience of planning and delivering high quality provision for children including those with SEN / EAL and the More Able	✓	
Able to demonstrate a thorough understanding of Child Protection and safeguarding policies, procedures and legislation	✓	
Able to liaise effectively with other staff and services to support the needs of learners	✓	
Ability to help learners develop personal and social skills that promote lifelong learning	✓	

<b>Personal Qualities</b>		
Must be able to successfully engage parents in order to encourage their close involvement in the education of their children	✓	
A flexible approach to work	✓	
Must have a high level of communication skills both orally and in writing	✓	
Must be able to manage own work load effectively and respond swiftly to tight dead lines	✓	
To be able to demonstrate good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	

