



THE BILLERICAY SCHOOL

A Compass Education Trust School

Job Title	Inclusion Hub Assistant
Grade/Salary	Scale 4 to 5 Point 6-11 £17,180.94 - £18,913.99
Hours	Monday to Friday 8.00 am – 4.00 pm
Closing Date	Monday 5 September @ 09.00 am
Interview Date	Week commencing Monday 12 September 2022
Date Required	As soon as reasonably possible
Reporting To	Inclusion Hub Lead

Details

We seek an enthusiastic person to join our Inclusion Team. The ideal candidate will provide direct support for students with emotional and/or behavioural difficulties in our Inclusion Hub and work with and help facilitate those students successful inclusion in school life.

Duties

- To encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting by using positive behaviour management techniques, de-escalation and SEMH strategies designed to develop the pupils' ability to behave appropriately.
- To make a practical contribution to the implementation of an agreed school plan, designed to support a pupil's Individual Education Plan and/or the development of positive behaviour management systems in the school that are designed to promote and reinforce appropriate behaviour.
- To model, within class, support strategies designed to encourage and develop appropriate behaviour in a variety of settings, i.e., with individuals and group/whole class settings.
- To work with teachers and the Hub Lead to resource the Hub and create resources for the Hub.
- To help create and be responsible for action plans for given students.
- To work with students 1-1, in small groups to assist with accessing the curriculum given
- To support the Hub Lead with any extra curricula, enrichment or cultural capital initiatives.
- To liaise with teachers and wider colleagues to develop plans to address students' needs.
- To respond to individual pupils' needs by implementing a range of strategies including basic counselling.
- To act as the link with the attendance officer and, in liaison with him/her, receive and check data on attendance and punctuality; taking any necessary remedial action.
- To be responsible for oversight of the behaviour points, attendance and rewards system and keeping central records of those that attend the hub.
- To supervise the Hub during break and lunch time as required.
- To be trained in and use TPP strategies.
- To attend relevant meetings.
- To supervise the room during lunchtime.
- To liaise with parents regarding pupil support matters and responding to incidents of challenging behaviour.



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- To be aware of and working within the School's policies relating to Child Protection and physical contact with pupils.
- To take personal responsibility to make a decision when appropriate to inform parents by letter of incidents that may have occurred.

General Duties

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

How to apply

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies: <https://www.billericayschool.com/vacancies/>

Please do not hesitate to contact us if you have any questions.



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Category	Essential	Desirable
Application	<ul style="list-style-type: none"> Well completed application form Two suitable references 	
Qualifications	<ul style="list-style-type: none"> GCSE Grade 4 in English and Maths or equivalent (C grade or above) 	<ul style="list-style-type: none"> NVQ Level 3 in learning support/behaviour support or equivalent qualification/experience
Experience	<ul style="list-style-type: none"> Successful experience working with children in a school or similar environment 	<ul style="list-style-type: none"> Experience in a behaviour base or similar environment
Professional Development	<ul style="list-style-type: none"> Participate in the evaluation of the support programme and to contribute to assessment, planning, monitoring and evaluations. Identify and undertake personal development opportunities and suggest personal development targets 	<ul style="list-style-type: none"> Evidence of training or further learning in related field
Skills	<ul style="list-style-type: none"> Being aware of and working with policies in relation to inclusion, child protection and physical contact with pupils. Ability to write detailed reports, letters and complete returns. Ability to use clear language to communicate information unambiguously and to listen effectively Ability to negotiate effectively with adults and children Ability to demonstrate a range of effective behaviour management strategies Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting Ability to assess progress and performance and recommend appropriate strategies to support development Ability to work with parents and carers to improve support for children 	<ul style="list-style-type: none"> Specialist language/communication skills if appropriate Contribute to the development and implementation of effective systems to share and safeguard information
Special Knowledge	<ul style="list-style-type: none"> Good working knowledge of ICT to support learning Good understanding of the school curriculum Understand and support the importance of physical and emotional wellbeing programme Demonstrate a highly creative approach to supporting children and an ability to resolve problems independently 	<ul style="list-style-type: none"> Good working knowledge of specialist curriculum area(s) if appropriate Good understanding of child development
Personal Attributes	<ul style="list-style-type: none"> Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults Ability to make a distinctive contribution to the work of a team High expectations of self and others The ability to work to deadlines and under pressure Ability to ensure confidentiality Ability to be a self-starter, work in a team and deliver agreed objectives Approachable 	