



# THE PASSMORES CO-OPERATIVE LEARNING COMMUNITY

## **Job Description (Non-Teaching Staff)**

**Title: Assistant Inclusion Leader**

**Line Manager: Primary Inclusion Leader**

**Performance Management Reviewer: Primary Inclusion Leader**

### **Job Purpose**

This post is an important post in our Academy. The role involves working with the Inclusion Leader, Senior Leadership and Primary Senior Leadership Team to support all activities and to help students with Special Educational Needs and EAL to have equal access to educational opportunities.

To assist in managing the provision of inclusion support; and to take on the role of SENCO Assistant to support high quality learning, teaching, and behaviour, effective use of resources, and high standards of achievement and progress for all pupils

### **Liaising with**

Teaching Staff, Leaders, Learning Support Assistants, external agencies and parents /carers.

### **KEY FUNCTIONS**

- To be responsible for relevant SEN / EAL administration
- To assist the Inclusion Leader in leading the provision for special educational needs within the Academy.
- To assist the Primary Leadership team with a range of administrative tasks

- To manage appropriate resources for Special Needs, EAL and English / Maths Support and ensure that they are used efficiently, effectively and safely.
- Support the Inclusion Leader in the coordination, implementation and evaluation of interventions.
- To assist the Inclusion Leader in ensuring curriculum resources are identified and students that are on the Register have the required levels of support.
- To support the Inclusion Leader in managing the implementation of an inclusive curriculum including access to alternative/additional provision.
- To understand the duties of the Learning Support Assistants and the impact of the targeted learning team.
- Within the context of the Academy's aims and policies, to work with the Inclusion Leader to develop and implement SEN and EAL policies, plans, targets and practices.

### **SPECIFIC RESPONSIBILITIES**

#### ***The main responsibilities of the post are to:***

- Support the Inclusion Leader to ensure a robust process of identifying children for the SEN and EAL register.
- Liaise with relevant outside agencies to ensure that individual pupil special educational needs are met effectively and that the requirements of statements of special educational need are met fully.
- Ensure that accurate and detailed records are kept of meetings and discussions with parents and external agencies / providers.
- Ensure that the SEN and EAL Register are kept accurate and up to date and that staff are kept informed of pupil special educational needs.
- Work with the Inclusion Leader and other staff to ensure that Education Health Care Plans are used to set subject-specific targets and match work well to pupils' needs.
- Support the Inclusion Leader in the devising, implementation and updating of support policies which reflect the Academy's commitment to high achievement and expectations, and outstanding learning and teaching.
- Analyse and interpret relevant national, local and school pupil data, plus research and inspection evidence, practices, expectations, targets and teaching methods.
- Assist the Inclusion Leader with using data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
- Work with the Inclusion Leader to promote an inclusive curriculum.
- Support Inclusion meetings and communicate the information to staff and co-ordinate resulting action.

- Ensure the effective and efficient management and organisation of learning resources, including ICT allocating available resources with maximum efficiency to meet the objectives of the Academy and to achieve value for money.
- To manage the annual review paperwork distribution to the relevant parties including the Statutory Assessment Service.
- To liaise with parents/carers of statemented students on a regular basis
- Deputise for the Inclusion Leader when required and deal with any urgent business
- Deal with confidential telephone queries in the absences of the Inclusion Leader.
- Liaise with and provide support to the PA to the Senior and Middle Leadership Team
- To be responsible for Primary Hand Sam tasks
- To attend SEN/SLT/EAL/Vulnerable Pupil meetings to take minutes and type and distribute
- To undertake general typing tasks when required

***The Inclusion/ SLT Assistant has a duty to:***

- Participate in and support the Appraisal Policy.
- Assist in extra curriculum activities.
- Assist in the development of the Academy Improvement Plan and its review mechanism.
- Undertake specific duties as agreed with Inclusion Leader or members of the Primary Leadership Team.
- Support the Academy's safeguarding policy and procedures.
- Undertake such other duties as reasonably required by the Headteacher.

In addition to the above areas, the postholder is responsible for the following actions:

**Liaising with:** Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

### **Other Duties**

1. To actively participate in whole school self-evaluation and development to help ensure that all children meet their potential

### **Health and Safety**

1. To ensure that all Health & Safety policies and procedures are followed

### **Pastoral System**

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

### **Other specific duties**

1. To play an active part in the life of the school community
2. To attend and support residential activities that may be relevant in school during INSET training days

***The job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and the job title***

**Vic Goddard**  
**CEO**

***Date: November 2019***

## **Person Specification**

<b>Skill</b>	<b>Essential</b>	<b>Desirable</b>
A* - C English & maths or equivalent	✓	
Have the ability to undertake personal and / or development training to develop my skills		✓
Experience of working with children in a learning environment	✓	
Experience of working with an SEND team or within a school office		✓
Competent in the use of IT	✓	
Previous experience of multi-agency processes for students and their families		✓
A clear understanding of the role of a SENCO	✓	
Good understanding of the mechanics of a school curriculum		✓
Experience of using SIMs and other school databases		✓
Experience of working with students who possess barriers to learning	✓	
Experience of working with children with special / diverse needs, diagnosing difficulties and providing effective support	✓	
An understanding of the requirements of a co-educator role	✓	
Being aware of and working with the school policies in relation to Inclusion, Child Protection and physical contact with pupils, as well as other applicable regulations and guidance	✓	
Ability to write reports, complete returns and write complex letters	✓	
Ability to use clear language to communicate information unambiguously & ability to listen effectively	✓	
Ability to demonstrate effective implementation of the school's behaviour management policy	✓	
Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Ability to work effectively with a range of adults Influences the attitudes and opinions of others, as required, gaining their agreement through persuasion to ideas, proposals and courses of action	✓	
Contribute to the development and implementation of effective systems to share information	✓	
Good organisational skills Ability to remain calm under pressure	✓	
Ability to manage and support the work of others, as required and appropriate	✓	
Ability to manage own time effectively Ability to meet deadlines	✓	
Demonstrate creativity and an ability to resolve problems independently	✓	

Awareness of and promotion of equality	✓	
Good understanding of Health and Safety	✓	
Good understanding and effective implementation of child protection procedures	✓	
Understand and comply with procedures and legislation relating to confidentiality	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Ability to effectively evaluate own performance		