

Inclusion Support Worker

Job description

The Elizabethan Academy is committed to safeguarding and promoting the welfare of children and young people and expects all of its staff and volunteers to share in this commitment.

Department: SEN

Salary: Grade 3 Points 5-7 £18,795 to £19,554 pro rata. 39 weeks - term-time only (plus INSET). 30 hours per week.

Responsible to: SENCO

1. **Purpose of the job:**

To support access to learning to ensure inclusion in academy life at both main site and Alternative Provision site of Idle Valley. The primary focus will be to maintain good order and to keep pupils on task.

2. **Description of Duties and Responsibilities:**

Key Responsibilities

- Working under guidance of teaching/senior support staff, required to deal with unexpected problems, following school procedures, in a variety of school situations e.g. deal with a behavioural situation knowing how and when to seek support; prioritises own workload
- Attending to the pupils' personal needs and implementing related personal programmes, including social, health, physical, hygiene and welfare matters, including the use of specialist equipment where necessary
- Providing support for students with emotional, social and behavioural problems e.g. by giving time to listen to their concerns, to enable students to feel valued and respected
- Using persuasive and negotiating skills to encourage childrens' learning and development and for more complex exchanges with a range of audiences e.g. pupils, parents and carers, and colleagues
- Duties involve regular contact with children and exposure to abuse and/or aggression from young people and/or adults.
- Providing practical assistance in relation to other identified physical needs e.g. transportation, dressing, toileting if necessary, meal times and organisation of learning equipment to support personal, health, social and emotional development
- Supervising and supporting pupils ensuring their safety and access to learning
- Working to establish a supportive relationship with the children and parents/carers and families concerned
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact positively with others and engage in activities led by the teacher
- Encouraging pupils to act independently as appropriate
- Being aware of pupil problems/progress/achievements and report to the SENCO as agreed
- Gathering/reporting information from/to parents/carers as directed
- Providing information to assist with the development and implementation of Individual Education/Behaviour/Personal Care Plans
- Supporting pupils to understand instructions

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	<ul style="list-style-type: none"> Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy Supporting pupils in using basic ICT as directed Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use Working with the Alternative Provision Co-ordinator to establish an appropriate learning environment Assisting with the supervision of pupils out of lesson times, at break times and at lunchtimes Accompanying teaching staff and pupils on visits, trips and out of school activities as required <p>General Responsibilities</p> <ul style="list-style-type: none"> Be aware of and comply with school policy and procedures Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop Contribute to the overall ethos/work/aims of the school Appreciate and support the role of other professionals Attend relevant meetings as required Participate in training and other learning activities and performance development as required Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
3.	<p>Contacts and Relationships:</p> <p>Direct contact with students, parents/carers and staff.</p>
4.	<p>General:</p> <p>The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general function of premises maintenance and management. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p>
5.	<p>Health & Safety:</p> <ul style="list-style-type: none"> Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Co-operate with the Line Manager on all issues to do with Health, Safety and Welfare.
6.	<p>Continuing Professional Development:</p> <p>Undertake any professional development necessary as identified in the School Improvement Plan.</p>

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7. **Equal Opportunities - Equal Opportunities/Data Protection Act:**

The post holder is required to carry out the duties in accordance Equal Opportunities and Data Protection policies.

The job description is not a finalised definition of the post, it will be reviewed at key points based on your skills, experience and interests and may be subject to amendment from time to time after discussion with the post holder and without changing the level of responsibility of the post.

Job Description agreed by	Name	Signature	Date
Support Worker			
HR Manager			