

# Wellspring Academy Trust

## Phoenix Park & Sevenhills Academies

### Job Description



WELLSPRING

We Make A Difference

**Post Title: Inclusion Support Worker**

**Department:** Support

**Reporting to:** Head of Centre / Executive Principal

**Salary: NJC SCP 15**

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The purpose of this post is to:

- Serve the pupils of Phoenix Park and Sevenhills in matters related to inclusion, ensuring they engage in a wide range of activities safely and effectively, improving their personal, vocational and academic skills, knowledge and attendance over time.

The successful candidate will:

- Provide pupils with safe and predictable learning routines at school, in the community and in the family home.
- Adopt relevant strategies to support the work of our teachers and increase the progress of all pupils.
- Promote, support and facilitate inclusion by encouraging the participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies in line with the school's policy and procedures, including the use of Team Teach.
- Make considerable use of effective communication and conciliatory skills including the use of restorative practices.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Communicate effectively and sensitively with pupils and their families to ensure a partnership approach to learning.
- Maintain a stimulating and safe learning environment by organizing and managing physical teaching space and resources.
- Travel across the Authority for work purposes supporting pupils and families in a range of settings and in the family home.
- Maintain pupil and school records including those linked to progress, attendance, behaviour and attainment.

We expect all our adults to:

- Uphold and promote professional standards including the Trust and Academy's code of conduct and values.
- Establish constructive relationships with all and understand and respect the position of all within the Trust.
- Contribute to the overall ethos, work and aims of the school.
- Promote the inclusion and acceptance of all pupils.
- Work as a member of a team to provide a safe, caring and stimulating environment.
- Be warm, consistent and reliable.
- Attend to pupils' personal needs (including social, health, physical, hygiene, first aid and welfare matters) according to the school's policies and procedures.
- Provide children with a 'secure base' in school by:
  - helping them to regulate their emotions
  - modelling the role of a trusting adult
  - supporting them to form and maintain trusting relationships with others
  - maintaining a calm and consistent approach and asserting appropriate boundaries
  - encouraging children to reflect on what goes wrong but not in a way that induces shame.
  
- Provide an on-call response for pupils.
- Administer and assess routine tests and invigilate when required.
- Undertake administrative tasks relevant to the role and according to the systems of the school.
- Assist with the supervision of pupils on visits, trips and out of school activities as required.
- Supervise pupils at lunch and break times.
- Support positive attendance by completing home visits or pick ups where required.

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Principal and develop and promote high standards of professional conduct throughout the Partnership.

You will be expected to carry out your duties in line with the Academy policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.

You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services. You will be expected to travel and will, therefore, have access to a vehicle (with appropriate Business Insurance) or other appropriate mode of transport. There may be a requirement to transport pupils from time to time, subject to appropriate risk assessments being in place.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within 'good practice' guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

### **Standard Duties in all Trust Job Descriptions**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

### **Method of Working**

Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring team members are expected to respect confidentiality and safeguarding practices at all times.

### **Public Relations**

Considerable importance is attached to the public relations aspect of our work. Members of the team must project a positive image of the Trust at all times and through all activity.

### **DBS Certificate**

Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring team members are required to undertake a Disclosure and Barring Service (DBS) check.

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## Person Specification

		Essential / Desirable	How Identified
Section	Information		
<b>Education and Training</b>			
	Good general education with good grade GCSE or equivalent in Maths and English	E	A/I
	Willingness to undertake further training/qualifications	E	A/I
	Driving License	E	A/I
<b>Experience</b>			
	Work or voluntary experience in a relevant setting	E	A/I
	Experience of working with pupils with complex needs	E	A/I
<b>General and Specialist Knowledge</b>			
	Knowledge of matters related to inclusion and particular those related to education	E	A/I
	Awareness of safeguarding procedures	E	A/I
	Awareness of Special Educational Needs	E	A/I
	Ability to build and maintain professional working relationships with pupils and their families	E	A/I
	Ability to communicate effectively with a range of stakeholders	E	A/I
	Ability and willingness to drive for work when required	E	A/I
<b>Additional Requirements</b>			
	Operate with the highest standards of personal/professional conduct and integrity	E	A/I
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	A/I

	Willing to undertake training and continuous professional development in connection with the post.	<b>E</b>	<b>A/I</b>
	Work in accordance with the Trust's values and behaviours.	<b>E</b>	<b>A/I</b>
	Able to undertake any travel in connection with the post.	<b>E</b>	<b>A/I</b>
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	<b>E</b>	<b>A/I</b>
	Satisfactory DBS disclosure to work in an environment dealing with young people	<b>E</b>	<b>A/I</b>
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	<b>E</b>	<b>A/I</b>
	A commitment to safeguarding and promoting welfare for all	<b>E</b>	<b>A/I</b>