

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Inclusion Base Support Assistant

Job Description

Responsible to:	Inclusion Support Base Manager
Salary Scale:	Grade 4
Working Time:	30 hours per week, term time only Monday - Friday; 8.30am - 3.10pm with a 40 minute unpaid lunchbreak

Job Purpose:

Support for Students

- Support and oversee work for students accessing the Inclusion Base
- Ensure that Student Profiles and other relevant information concerning students accessing the base is read, and use the advised strategies for individual students as outlined in these documents
- Differentiate work both for lower and higher ability students, for example simplifying/ expanding vocabulary, explaining and interpreting work given by the teacher, providing simplified/extended versions of work, breaking down tasks into appropriate chunks
- Support students to increase their independence in starting work
- Develop good relationships with subject staff and have insight and knowledge of course requirements and expectations
- Be a supportive listener when required and pass on relevant concerns to the Base Manager, SENCO, Year Leader as appropriate
- Offer sensitive support to students who may be struggling or who are reluctant to ask for help
- Help higher ability students to develop answers fully and understand high tariff assessment objectives
- Support students to record homework in planners
- Support students to understand their behaviour and find solutions, including advocacy and liaison with other colleagues

Support for Inclusion Base Manager

- Establish a good relationship with the wider staff body, and communicate effectively regarding student needs
- Work with small groups as directed
- Work as a team to maintain a calm working environment in the Base
- Attend weekly Base morning briefings
- Complete administrative work for the Inclusion Base as required
- Contribute to the positive and constructive ethos of the Base
- Check in with students in class when possible
- Collect work for students from classrooms if not provided by class teacher

Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

General Duties

- Reading school bulletins/staffroom notices/emails
- Checking information boards daily
- Attending Inset and training as appropriate
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

September 2026