



ST. MARY'S  
MENSTON

## JOB DESCRIPTION

POST HOLDER	Inclusion Support Worker
RESPONSIBLE TO	Director of Progress
SALARY/SCALE	NJC grade C1, SCP 12 – 17, £29,541 - £32,046 FTE Actual Salary £25,012 - £27,133 per annum
DETAILS OF POST	37 hours per week, term time only plus 2 additional days 8.00am – 4.00pm Monday to Thursday, 8.00am to 3.30pm Friday (30 minutes unpaid lunch break each day)
JOB PURPOSE	To complement the work of teachers and inclusion staff by addressing the needs of specific pupils who require help in overcoming barriers to learning, both inside and outside school. The support will aim to help pupils realise their full potential in line with the school's mission statement.
MAIN DUTIES / KEY TASKS	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• To create/source resources as appropriate to support individual needs and remove barriers to learning</li> <li>• To maintain up-to-date records and monitor and analyse data regarding the progress of identified pupils</li> <li>• Plan and co-ordinate intervention/curriculum/love of learning days for pupils</li> <li>• To lead and contribute to early help plans when required</li> <li>• To write, implement and review case studies/support plans for each identified pupil</li> <li>• To contribute to regular targeted review meetings with targeted intervention team</li> <li>• Perform administrative and office duties in relation to the role</li> <li>• Comply with the school's approved policies and procedures</li> </ul> <p><b>Daily Routines</b></p> <ul style="list-style-type: none"> <li>• To welcome pupils into the school at the start of the day and ensure they leave the school feeling supported</li> <li>• To provide a pupil service throughout the school day to ensure the welfare and progress of pupils</li> <li>• To deliver and support break/lunch and after school activities/interventions for pupils when necessary</li> </ul>

ST MARY'S MENSTON  
A CATHOLIC VOLUNTARY ACADEMY

Bradford Road Menston  
West Yorkshire LS29 6AE

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Headteacher: Miss Margaret Hattersley



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- Carry out pupil supervisory duties during break and lunchtime periods in accordance with the school rota
- To undertake First Aid at Work training and act as a First Aider
- To undertake invigilation duties as required

#### **Climate for Learning**

- To be the lead professional for key pupils, sharing information with staff and supporting pupils with their individual needs and implementing related personal programmes
- To co-ordinate and deliver additional interventions using a range of strategies to boost attainment, progress and self-esteem
- To facilitate and attend pupil progress meetings
- To help coordinate the provision of the national programmes in school
- To provide individual school led tutoring to identified pupils

#### **Attendance**

- To support and monitor the attendance and participation of identified pupils

#### **Pupil Wellbeing**

- Support learning and personal development with identified pupils through one-to-one mentoring.
- To support in-house mentoring programmes.

#### **Communication**

- To liaise with teaching staff, subject leaders and faculty leaders regarding setting of work, homework, and completion of NEA work for pupils
- To liaise with the attendance officer in monitoring the attendance of identified pupils
- To liaise with the inclusion support manager/hub team and external agencies to support identified pupil's needs as appropriate
- To maintain regular contact with families/carers of identified pupils in need of extra support, to keep them informed of the child's needs and progress and to secure positive family support and involvement
- To communicate pupil progress and actions with parents, external agencies, assistant directors, subject leaders, faculty leaders and teaching staff

	<p><b>Transition and Destinations</b></p> <ul style="list-style-type: none"> <li>• Support the work of the Careers Co-Ordinator through discussion of appropriate courses and work experience for targeted pupils</li> <li>• Support transition arrangements at all key stages including post 16</li> </ul> <p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• Participate in, and support, the school's performance development review process and attend any relevant training.</li> <li>• There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice.</li> </ul> <p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To support with all aspects of safeguarding and child protection in keeping with any specific responsibility, and to include home visits, administering of, and managing medication in school, monitoring attendance throughout the school day, update CPOMS and pupil records</li> <li>• Support the pupils accessing alternative provision</li> <li>• Assist with/attend school trips, visits and out of school activities as required to supervise pupils</li> <li>• Contribute to the Catholic ethos of the school.</li> <li>• This role may include specific responsibility for an area within the Pastoral Inclusion Team: E.G. Administration of Pupil Services Disadvantaged/SEND Pupils H22 Intervention/Supervision Support</li> <li>• <b><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></b></li> </ul>
<p><b>VARIATION IN ROLE</b></p> <p>Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	