



Inclusion Support Assistant

Job Description

Part Time, Term time only, permanent position

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the school's performance management procedures. It may be modified by the Headteacher with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Statement of Purpose

To work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide specific support to the teacher in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area. Assist teachers in the following:

Support to Students

- Provide pastoral support to students within the school environment.
- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- To contribute to raising standards by ensuring high expectations are promoted for students.
- Involvement in the implementation of Education, Health & Care plans.
- Arrange medical visits as appropriate.
- Provide general support to students, ensuring their safety, by complying with good H&S practice.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Encourage students to interact with others and engage in activities led by the teacher.

Support to Teacher

- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Education, Health & Care Plans.
- Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies.
- Provide support to students to achieve learning goals, e.g. reading.

- Supervise students for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.