



Manor School
Chamberlayne Road, Kensal Rise,
London, NW10 3NT

020 8968 3160
enquiries@manor.brent.sch.uk



Manor School – Inclusion Assistant

TITLE: *Inclusion Assistant*
REPORTING TO: *Head of Inclusion/Headteacher*
WORKING TIME: *36 hours per week*
SALARY/GRADE: *GLPC Scale 5 (plus SEN allowances) pro rata*

Post Information

There are two Inclusion Assistant posts available. Both share the core responsibilities in this Job Description. **One post includes an additional focus on Medical and Welfare provision**, whilst the other includes **an additional focus on Family Liaison and home-school partnership work**.

Job Purpose

- To plan and deliver high-quality inclusion support for pupils with complex learning, communication and behavioural needs.
- To work with teachers, the Inclusion Team and SLT to promote learning, communication, independence and positive behaviour.
- To contribute to the inclusive ethos and values of The Rise Partnership Trust.

Principal Accountabilities and Responsibilities

Teaching and Learning

- Plan and deliver engaging 1:1, 2:1 and small group sessions.
- Support pupils in lessons using behaviour plans.
- Collect and analyse pupil data.
- Lead small group and class teaching as required.

Behaviour and Inclusion

- Manage challenging behaviour positively.
- Record incidents and update behaviour plans.
- Support pupils during transitions.
- Supervise before/after school, breaks and lunchtimes.
- Support trips and risk assessments.
- Ensure pupil safety at all times.

Care and Welfare

- Support personal care, health and hygiene.
- Support medication procedures when trained.

Headteacher: Steve Thompson

The Rise Partnership Trust CEO: Jayne Jardine

The Rise Partnership Trust (RPT) is a company limited by guarantee which has exempt charity status. RPT is registered in England and Wales (company number 10027322) c/o Manor School.





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Inclusion Support

- Model effective teaching.
- Promote AAC, PECS and Makaton.
- Undertake data collection.
- Engage in CPD.

Parent and Family

- Communicate positively with parents.
- Support parent training.
- Work with the Family Support and Senior Leadership Team.

Supporting Colleagues

- Model PBS strategies.
- Support Team Teach implementation.
- Support incident reporting.

Professional Responsibilities

- Attend meetings and training.
- Comply with safeguarding, H&S, confidentiality and data protection.
- Promote RPT values.
- Undertake other appropriate duties.

Specialist Responsibilities

Role 1:

- Medical & Welfare pathway: support medical care, welfare provision and processes and liaison with all relevant professionals.

Role 2:

- Family Liaison pathway: support home-school relationships, family engagement and liaison with external agencies.

At RPT schools, every child is part of RPT's safe, respectful and vibrant community, in which they are effectively supported to learn, develop and build positive relationships with others. All staff must demonstrate commitment to safeguarding and will participate in an Induction process as well as undertake necessary safeguarding training.

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This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation and will be reviewed annually.

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

I agree to undertake the duties listed above.

Name Date:

Signed

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Person Specification – Inclusion Assistant

Criteria	Essential	Desirable	Assessment
GCSE English & Maths		✓	AF
Additional academic qualifications relating to Inclusive Education, Psychology,		✓	AF
Experience with SEND/autism/complex needs	✓		AF/I
1:1 and small group intervention experience	✓		AF/I
Positive Behaviour Support knowledge and practice/ experience	✓		AF/I
AAC/Makaton/ Specialist Approaches knowledge and application	✓		AF/I
Data collection and analysis	✓		AF/I
Excellent communication with families/professionals	✓		AF/I
Team Teach		✓	AF/I
Medical & Welfare or Family Liaison experience		✓	AF/I
Reflective, flexible practitioner	✓		I
Commitment to safeguarding	✓		AF/I

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