



SOLIHULL
ALTERNATIVE PROVISION
MULTI ACADEMY TRUST

Job Description

Job Title:	Inclusion Support Assistant
Location:	Solihull Alternative Provision Academy
Salary Band:	Band C, point 8 – 14, £27,709 - £30,515 pro rata Actual: £23,754 - £26,159 per annum (39 weeks worked, 44.7 weeks paid including holidays)
Contract:	Full time, permanent, 37 hours per week, Monday to Friday, Term-time only + Inset day

Role Purpose

The Inclusion Support Assistant will play a key role in supporting pupils placed in the alternative provision on a short-term basis in Tier 1 and Tier 2 pathways. The role focuses on ensuring successful transitions both into and out of the provision by providing consistent pastoral, academic, and behavioural support.

The postholder will maintain strong communication with pupils' home schools, build positive relationships, and monitor and record progress to support reintegration or onward placement.

Key Responsibilities

Pupil Support & Engagement

- Support pupils in settling into the alternative provision and understanding expectations;
- Build positive, trusting relationships with pupils to promote engagement, confidence, and well-being;
- Provide tailored support for pupils who may present with social, emotional, or behavioural needs;
- Encourage and model positive behaviour and attitudes to learning.

Transition Support

- Support the transition of pupils into the provision, ensuring a smooth and welcoming induction process;
- Work with pupils to set individual targets linked to behaviour, attendance, and learning;
- Support planned reintegration back into the home school or onward placement;
- Prepare pupils for transitions by developing resilience, routines, and independence.

Communication & Liaison

- Maintain regular communication with pupils' home schools, providing updates on progress, attendance, and behaviour;

- Work collaboratively with teaching staff, support teams, and external agencies where required;
- Contribute to review meetings and transition planning discussions.

Monitoring & Record Keeping

- Maintain accurate and up-to-date records of pupil progress, achievements, and areas for development;
- Track and report on attendance, behaviour, and engagement;
- Contribute to written reports for home schools and internal tracking systems;
- Support the evaluation of the effectiveness of placements.

Behaviour & Pastoral Support

- Support the implementation of behaviour management strategies and individual support plans;
- Assist in resolving conflicts and promoting restorative approaches;
- Monitor pupil well-being and report concerns in line with safeguarding policies.

General Duties

- Support learning activities where appropriate, under the guidance of teaching staff;
- Maintain a safe, inclusive, and supportive environment at all times;
- Adhere to safeguarding and Academy policies.

Health, Safety and Security

- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

Continuing Professional Development – Personal

- In conjunction with the Principal, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal, Director of Education or the incumbent of the post.