



Job Description			
Job Title	Inclusion Teaching Assistant	Job Holder	
Author	Jo Evans	Date Created	12/04/2022
Date Reviewed		Next Review Date	
Level	3	SCP	5 - 7
Hours	32.5	Weeks	Term Time + INSET
Additional Payment	SEND Payment - £1,215 FTE per annum after qualifying period		

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role
<p>To work with the SENCO/Year Leader/classroom teacher to support pupils' effective independent learning and progress in accordance with the national curriculum and with behaviour management strategies. To prepare resources and the classroom for planned activities.</p> <p>To provide support for all pupils' learning and care needs (intimate care when appropriate) and having due regard to the health, safety and wellbeing of pupils and colleagues.</p>

Responsibilities	
Support for pupils	
1.	Supervise and provide particular support for children, including those with special needs, ensuring their safety and access to learning activities
2.	Assist with the development and implementation of Individual Education Plans, Behaviour Plans and Care Plans as required
3.	Establish constructive relationships with children and positively interact with them
4.	Promote the inclusion and acceptance of all children.
5.	Set challenging and demanding expectations and promote self-esteem and independence.
6.	Provide feedback to children in relation to progress and attainment under the guidance of the Class Teacher
7.	Provide personal care to children such as changing, supporting with toileting and illness as required.
8.	Carry out effective playground supervision at break and lunchtimes in the Dining Hall and on the playground
9.	Provide first aid support to all children, keep effective records and escalate in line with the school policy. Contact parents where necessary.
Support for Teachers	
10.	Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of children's work.
11.	Use strategies, in liaison with the teacher, to support the children to achieve their learning goals.
12.	Assist with the planning of learning activities



13.	Monitor children's responses to learning activities and accurately record attainment/progress as directed
14.	Provide detailed and regular feedback to teachers on children's achievement, progress, problems etc
15.	Promote good behaviour, in line with the school's Behaviour policy, dealing promptly with conflict and incidents, recording them on SIMs and escalating if necessary
16.	Establish professional relationships with parents/carers.
17.	Administer routine tests and undertake routine marking of children's work under the direction of the class teacher
18.	Manage and coordinate library sessions for children either as a class or small groups in line with the Library Timetable.
19.	Provide ad hoc, short term cover for lessons as required
20.	Provide administration support eg taking register, photocopying, research, filing, collecting money etc as required.

Support for Curriculum

21.	Undertake structured and agreed learning activities, adjusting activities according to children's responses.
22.	Read planning documents each week and understand the requirements in order to provide appropriate support.
23.	Support the use of IT in learning activities and develop children's competence and independent use
24.	Prepare, maintain and use equipment/resources required to meet the lesson plans and assist children in their use.
25.	Model a sound grasp of the English language in verbal and written work with children

Support for SEND (SEND point responsibilities)

26.	With the support of the SENCO, read, understand and translate EHCP requirements into appropriate targets for the child(ren) ensuring Steps Towards Outcomes are updated and understood following Annual Reviews
27.	Follow professional advice/programmes, and provide specific support and resources listed on the EHCP, or most recent Annual Review, to ensure that child(ren) meet their targets/Steps Towards Outcomes
28.	Attend Annual Reviews and provide feedback about the child(ren) under the direction of the SENCO
29.	Provide supportive and professional communication to parents when required.
30.	Support other children with SEND/EHCP in the event of absence as directed by the SENCO
31.	Work with teacher and SENCO to adapt planning in line with EHCP requirements
32.	Undertake specific training and development related to the needs to child(ren) in order to fully support them.

Compliance

33.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
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34.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
35.	In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times
36.	Follow the school's policy and procedure in the recording of appropriate incidents on CPOMS and escalate to the Designated Safeguarding Lead as necessary.
37.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
38.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.

Other Duties	
39.	Undertake such other duties as reasonably correspond to, and are commensurate with, the general character of the post.
40.	Contribute to and exemplify the values of Claycots School. The post-holder will be expected to comply with any reasonable request from the Leadership Team to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
41.	Carry out one session per week of cover in the school's extended care provision
42.	Understand and comply with the Support Staff Standards at all times.
43.	Actively promote the inclusion of all children into whole school activities.
44.	Actively seek opportunities for professional development and participate positively in all development opportunities provided by the school.
45.	Be aware of and respect all children's religious beliefs and cultures.
46.	Support, promote and comply with decisions and policies agreed by the Leadership Team and the governing body.



47.	Develop effective, professional working relationships with colleagues
48.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.