

THE CHERWELL SCHOOL
Kindness, Opportunity, Responsibility, Excellence

Inclusion Teaching Assistant
(Fixed Term contract)

Job Description

Responsible to: Inclusion Manager

Salary Scale: Grade 6

Working Time: 26 hours per week, term time only

Job Purpose:

The Foundation Curriculum is a bespoke, highly scaffolded pathway designed for secondary students who are working significantly below age-related expectations.

As an Inclusion Teaching Assistant in this pathway, you will work side-by-side with our Lead Inclusion Teacher. Your role is dual-focused: providing targeted, in-class support to help students access foundational learning, and leading highly structured small-group interventions as directed by the teacher. You will play a vital role in building these students' academic confidence, life skills, and independence.

Key tasks:

- Work collaboratively under the guidance of the Lead Inclusion Teacher to deliver elements of the Foundation Curriculum across KS3 and KS4.
- Adapt and differentiate learning materials in-class to match students' individual learning profiles and Education, Health and Care Plans (EHCPs).
- Promote student independence; scaffolding tasks so students can achieve success without becoming overly reliant on adult support.
- Help manage the classroom environment, using positive reinforcement and established sensory or emotional regulation strategies.
- Lead small, targeted group sessions (typically 3 to 6 students) focusing on functional literacy, basic numeracy, or life/social skills or supporting completion of the AQA Unit Awards.
- Provide feedback to the teacher on how students responded to the small group sessions to help shape future planning.
- Keep brief, accurate records of student progress, milestones, and engagement during targeted sessions.
- Assist the Lead Inclusion Teacher in tracking and updating targets related to students' EHCPs.
- Liaise with the Inclusion Teacher regarding any emerging pastoral, safeguarding, or academic concerns.

General Whole School Responsibilities:-

- Attend whole-school and Inclusion Team briefings
- Attend Inset days and additional training as appropriate
- Read and respond to school bulletins / staff room notices
- Check notice board and email daily
- Comply with all school policies on child protection, health and safety, confidentiality and data protection

General Duties

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities to all
- Contribute to the overall ethos/work/aims of the school / River Learning Trust
- Follow the Trust's Health and Safety rules and procedures (eg. GDPR) and adhere to safeguarding principles
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To perform any other reasonable duties relating to the post as directed by Head Teacher and/or Faculty Leader of Modern Foreign Languages

- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

August 2026