Ripponden J&I School

Job description:

Inclusion Support Assistant

Ripponden J&I School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

**Salary:** Scale 4, points 7-11

**Hours:** 32.5 per week (8.30am-3.30pm with a half hour lunch break, Monday-Friday

**Contract type:** Permanent, term-time only

**Reporting to:** SENCO then SLT

Main purpose

To provide support to pupils with special educational needs and/or disabilities (SEND), or are otherwise in need of additional support, by:

* Supporting and liaising with the special educational needs co-ordinator (SENCO)
* To provide learning and care support for an individual pupil with special educational needs (SEN) to help them to work towards the outcomes on their education and health care plan (EHCP)
* Promote high standards of behaviour, responding to incidents in line with the school’s behaviour policy and guidelines on physical intervention
* Advising and supporting other members of support staff
* Contributing to the oversight of the school’s provision for pupils with SEND
* Coordinate whole-school SEND interventions, including leading and running sensory circuits
* Lead and coordinate the school’s SEND provision, ‘The Dell’
* Lead interventions with children across the school on various aspects of need
* Providing support for short-term issues that may affect a pupil’s wellbeing, e.g. short-term behavioural issues not classified as SEND
* Provide a layer of pastoral support, often at short notice
* Under the direction of the SENCO, work with external agencies and contribute to planning documents

Duties and responsibilities

Working with pupils

* With the direction of SENCO and class teachers, identify children who may be in need of additional support
* Establish, plan and run daily sensory circuits for children with sensory needs
* Maintain a calm and nurturing environment in The Dell, which is inclusive and meets the needs of SEND children
* Plan and deliver interventions for specific pupils, both 1:1 and in small groups
* Create an environment that supports all pupils with additional needs to reach their full potential
* Be the listening ear for some children who may struggle with regulation
* Track and monitor progress of pupils within intervention groups
* Maintain records for individual pupils

Working with colleagues

* Liaise regularly with the SENCO, providing insights and ideas
* Liaise with class teachers to identify and support pupils in need of additional support
* Lead other support assistants and teaching assistants in carrying out interventions
* Provide regular feedback to teachers on the pupil’s progress, attainment and barriers to learning through pupil observation
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues
* Being on hand to deal quickly and effectively with incidents as they arise (for example, a child in crisis)

Working with parents and external agencies

* Liaise with external support agencies and professionals as directed by the SENCO and/or headteacher
* Communicate with parents about specific interventions / support in place for their child
* Liaise with parents about their child’s progress
* Attend relevant meetings with parents and/or external agencies

Professional development

* Keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders and identifying relevant professional development opportunities to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures

Other areas of responsibility

Safeguarding

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT) and our safeguarding and child protection policies
* Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
* Promote the safeguarding of all pupils in the school

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager