



Job Title	Inclusion Support Worker
Primary Responsibility	To manage and support key students to overcome barriers to learning (SEN, attendance, emotional wellbeing or behaviour) through 1 to 1 support and small group intervention.
Salary	Grade 5
Hours of Work	Full-time (37 hours per week), term time + 5 INSET days

Job Purpose

- To develop and monitor intervention strategies for identified 'at risk' students.
- To support and mentor key students to engage fully with school life
- To support in the day to day running of interventions.
- To support the temporary removal of students who have been removed from lessons and/or have been required to give statements with respect to serious incidents.
- To execute any administration, record keeping and communication relating to the effective management of the provision. Feed into a regular report outlining the use and impact of the provision.

Line Management

Responsible to: Inclusion Lead

Liaison with: SENCO, Leadership Team, Inclusion Team, staff and students.

This job description may be subject to review, after consultation, at the request of the Headteacher.

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General Accountabilities

- In consultation with the Inclusion lead to
 - i. To supervise students who have been removed from lessons.
 - ii. To collect students who have been on-called
 - iii. To maintain accurate daily records of all on-call incidents and to produce a daily report
 - iv. To follow-up and lead on 'day after' restorative procedures with teachers
 - v. To communicate incidents to parents and support the arrangements of further sanctions, such as isolation or headteacher's detention
 - vi. Arrange for appropriate work for students who have been on-called
- In consultation with the Inclusion lead to prepare and if appropriate conduct restorative practice with the student following any major behavior incident that is sanction leading to an internal exclusion. Thus enable the student to successfully return to a normal school day.
- To act as a mentor/advocate for key students.
- To provide feedback to Inclusion team and Year Leaders with respect to each individual's engagement in the alternative provision and/or intervention.

Interventions

- To consider the unmet needs of the key students at the school and deliver an alternative provision and/or intervention that addresses those needs.
- To liaise with the Leadership Team about monitoring and evaluation of alternative curriculum and interventions.
- To assist the Inclusion Lead in compiling a report to Governors on the effectiveness of the alternative curriculum and interventions.

General Duties

- To follow statutory guidance and school policies including child protection and safeguarding.
- Be an effective role model for your team in terms of teaching, engagement and classroom management.
- To act as a positive role model.

Other

- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, Awarding Bodies and other relevant external bodies.
- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
- Assist in the smooth running of the school at all times.