



Job Title	Inclusion Support Assistant
Primary Responsibility	To assist in managing and maintaining the effective provision of the isolation room, supporting students and preparing them for re-integration into lessons
Salary	Grade 4
Hours of Work	Full-time (37 hours per week), term time + 5 inset days

Job Purpose

- To support and mentor key students to engage fully with school life
- To support in the day to day running of the isolation room
- 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 and record keeping relating to the effective management of the provision. Feed into a regular report outlining the use and impact of the provision on a daily basis

Line Management

Responsible to: Deputy Head

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.

Date of Publication March 2020

General Accountabilities

- In consultation with the Inclusion Support Worker :
 - i. To supervise students who have been removed from lessons.
 - ii. To assist with the collection of students who have been on-called.
 - iii. To assist in maintaining accurate daily records of all on-call incidents.
 - iv. To support the arrangements of further sanctions, such as isolation or Headteacher's detention.
 - v. Arrange for appropriate work for students who have been on-called
- 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 deliver intervention strategies to key students as directed by the Inclusion Support Worker.
- To keep records of interventions delivered and feedback on student engagement with the intervention.

General Duties

- To follow statutory guidance and school policies including child protection and safeguarding.
- To act as a positive role model.
- Undertake a variety of shared general school administrative jobs, including data entry, photocopying, filing, including essential work of absent colleagues, commensurate with the grading of the post, as directed by the Line Manager.

Other

- To ensure that Health and Safety policies and practices are in-line with national requirements, therefore liaising with the School's Health and Safety Manager.
- Assist in the smooth running of the school at all times.