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| **POST TITLE: Assistant Inclusion Manager, Literacy and Numeracy** |
| **OVERALL PURPOSE OF THE POST** |
| Under the guidance of the SENDCo and working alongside the Vice Principal, SEND and the Assistant Inclusion Manager, SEND, you will be responsible for the management of Teaching Assistants and supporting learning and teaching through the efficient and effective deployment of resources across the academy.  The role will include supporting in the preparation of relevant academy and Literacy and Numeracy documentation, and complementing the professional work of Teachers by taking responsibility for agreed learning activities under the established system of supervision. This may involve the day to day efficient and effective deployment of Teaching Assistants within the academy, and reviewing student provision on a regular basis.  You will plan, prepare and deliver differentiated learning activities for individuals / small groups, predominantly in Literacy and Numeracy, monitor students and assess, record, evaluate and report on achievement, progress and development. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| 1. **Support for students**  * Assess the needs of students and use detailed knowledge and specialist skills to support students’ learning and reading abilities * Establish productive working relationships with students, acting as a role model and setting high expectations * Promote the inclusion and acceptance of all students within the classroom * Support students consistently whilst recognising and responding to their individual needs * Encourage students to interact and work co-operatively with others and engage all students in activities. * Promote independence and employ strategies to recognise and reward achievement of self-reliance * Provide feedback to students in relation to progress and achievement.  1. **Support for the Teacher**  * Organise and manage appropriate learning environments and resources within Inclusion * Within an agreed system of supervision, plan challenging learning and teaching objectives to evaluate and adjust lessons/work plans as appropriate * Monitor and evaluate students’ responses to learning activities through a range of assessments and monitoring strategies against pre-determined learning objectives * Provide objective and accurate feedback and reports to the Teacher, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence * Record progress and achievement in lessons / activities systematically and provide evidence of range and level of progress and attainment. * Work within the established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence * Support the role of parents in students’ learning and contribute to / lead meetings with parents to provide constructive feedback on pupil progress / achievement, etc. * Produce lesson plans, worksheets, plans, etc.  1. **Support for the Curriculum**  * Deliver learning activities to students, within the agreed system of supervision, adjusting activities according to pupil responses / needs. * Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of students’ skills * Use ICT effectively to support learning activities and develop students’ competence and independence in its use * Select and prepare resources necessary to lead learning activities, taking account of students’ interests, language and cultural backgrounds * Advise on the appropriate deployment and use of specialist aid / resources / equipment  1. **Support for the Academy**  * Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop * Establish constructive relationships and communicate with other agencies / professionals, in liaison with the Teacher, to support achievement and progress of students * Take the initiative, as appropriate, to develop appropriate multi-agency approaches to supporting students * Recognise own strengths and areas of expertise and use these to achieve and support others * Deliver out of school learning activities within the guidelines established by the school * Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class  1. **Line Management**  * Line management of other Teaching Assistants * Undertake induction / appraisal / training and mentoring of Teaching Assistants  1. **General duties and responsibilities**  * Appropriate knowledge of First Aid will be required, for which training will be provided. * To appropriately maintain the confidentiality of the working environment * Contribute to and promote the overall ethos/aims of the Academy/Trust * Support and maintain a positive working environment between colleagues across the Academy * To undertake training as required * Hold a full UK driving licence and own transport * To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection, GDPR and Financial Regulations policies and procedures. * To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974. * To understand and comply with procedures for emergency evacuation * The role is based at in the specified Academy but may involve working at locations in the trust |
| **OTHER** |
| *The purpose of this job profile is to provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.* |

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.