

The Chiltern School

Inclusion Assistant

Job Description

School Vision

Where we learn and achieve together, where we dare to be different.

Our **vision** is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Our **purpose** is to help develop young people by nurturing their talents. To provide outstanding educational provision for young people with SEND. We provide meaningful and purposeful learning that prepares them with the skills, knowledge and attitudes to be happy, confident, safe and independent adults who have the life chances they deserve.

Grade / Salary	NJC Point 14-19
Working Hours	8.30am - 4.30pm Monday to Thursday, 8.30 - 4pm Friday (37 hours per week). Term time plus 3 weeks, to include 2 weeks during the Summer holiday and 1 additional day at the start of every school holiday period.

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General description of the post

Main Duties

- Liaise with the Director of Inclusion and Lead Teacher for Inclusion to ensure the smooth running of the process for maintaining Education, Health and Care Plans in line with The SEND Code of Practice.
- Schedule and diarise EHCP reviews for all pupils on roll for the year ahead.
- Be part of the staff team that attend and lead EHCP review meetings.
- Produce clear and accessible documents to distribute information to relevant staff and professionals.
- Undertake all admin responsibilities regarding the EHCP process including gathering necessary information and liaising with external professionals.
- Liaise with teachers providing clear time frames for reports in preparation for meetings and support staff to ensure these are submitted in time to meet statutory guidance.
- Issue invites for meetings to parents and professionals within statutory time frames, facilitating necessary amendments in line with responses to promote productive and multi-agency working wherever possible.
- Coordinate multiple daily meetings held on site and across virtual platforms efficiently.
- Ensure all documentation is completed and submitted securely and within Local Authority deadlines.
- Ensure all EHCP's are logged on SIMS and updates are clear and accessible.
- Ongoing liaison with staff and other professionals to gather / provide information about pupils as appropriate, including at admission and transition points.
- Be a key link to parents to provide information regarding statutory processes and timescales.
- Support the admin process for admission and transition to ensure information is part of an ongoing cycle of support for pupils, families and professionals.
- Contribute to the development and implementation of efficient administrative processes in relation to Inclusion.
- Organise other meetings outside EHCP reviews as requested to support the progress of pupils.
- Maintain specific SEND pupil files for all pupils

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- Efficiently record all pupil correspondence electronically and direct relevant staff to new pupil information.
- Assist with the ordering of resources and equipment as directed to ensure individual needs can be met.
- Apply consideration to school resources when undertaking responsibilities to promote efficient use of time, space and productivity.
- Efficiently manage the coordination of visiting professionals in line with school processes ensuring information is accurately recorded and shared

OTHER DUTIES

- To participate as a member of the school community in promoting the work of the school, support the ethos and vision of the school and contribute to school improvement
- Promote and demonstrate our school values in the course of your work.
- To ensure the office area is kept tidy and confidentiality is maintained by clearing desks and switching off computers at the end of the day.
- Contribute and adhere to school policies.
- Pursue the achievement and integration of equal opportunities throughout all school activities
- Support in other administrative areas of the school during periods of staff absence eg Reception duties, transport arrangements, contact with parents
- Ensure that confidentiality is maintained at all time in respect of school related matters and to prevent disclosure of confidential and sensitive information
- Undertake any other tasks and responsibilities appropriate to the level of this post, as required by your Line Manager / Headteacher.

Values and behaviour

All staff play a vital role in assisting to make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

All staff are expected to demonstrate good standards of personal and professional conduct.

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The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career. It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including: - democracy, the rule of law, individual liberty and mutual respect, and - tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Responsibilities

The post holder is accountable to their line manager at all times.

Conditions of employment

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher and following consultation with you and will be reviewed annually as part of the appraisal process.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

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'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

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Person Specification		
	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • GCSE Grade 4/C or above in English Language and Maths. • ICT Literate • Knowledge of Microsoft Office in particular Word and Excel Programs • Knowledge of Google systems • Full driving licence and use of a car. 	<ul style="list-style-type: none"> • Knowledge of Sims Database
Experience	<ul style="list-style-type: none"> • Experience of working in an office environment • Experience of SEND Code of Practice • Experience of EHCP process • Confident in using virtual platforms such as Microsoft Teams • Proactive approach to participation in meetings 	<ul style="list-style-type: none"> • Experience of Safeguarding practice
Knowledge and skills	<ul style="list-style-type: none"> • Good telephone manner. Professional but friendly when greeting visitors and multi-agency colleagues to the school • Good experience and knowledge of general office routines. • Ability to take responsibility and have a flexible approach to their own workload whilst maintaining an overall picture of the whole office workload. • Ability to prioritise work. • Able to work under pressure to tight deadlines. • Ability to work as part of a team. • Understand the confidential nature of work within a school environment. • Knowledge of how to keep clear records to ensure smooth running. 	

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	<ul style="list-style-type: none"> Flexibility and problem solving. 	
Personal qualities	<ul style="list-style-type: none"> Willingness to review and develop tasks related to the role and learn computer software. To be responsible for your own CPD, attending training courses as necessary. Ability to work in conjunction with other school staff. Willingness share tasks to ensure the smooth running of the school office, to include general repair of files, tidiness of office and resource room. Willingness to use own car during school hours as necessary (split site) Empathy <p>At The Chiltern school we expect all staff to demonstrate and model our core values. Kindness, Resilience, Courage, Happiness, Respect, Humour and Curiosity.</p> <p>These are particularly important for this role but you will also need to demonstrate that you are:</p> <ul style="list-style-type: none"> Empathetic Well organised Diligent Conscientious 	