Great and Little Shelford C E (A) Primary School,
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We live and work in harmony with love for one another so we can achieve our potential within a community of life-long learners

Headteacher: Mr. Chris Grey PGCE, MEd

Great and Little Shelford CE (A) Primary School
Inclusion Base Assistant - Job Description

Job Title: Inclusion Base Assistant
Reports to: Chris Grey (Headteacher); Claire Pickard (SENDCo); Inclusion Base teacher
Grade: Level 3

Job Purpose:

Support the classroom teacher in the Inclusion Base to facilitate the active participation in learning and being part of the school community.

Contribute to raising standards of holistic achievement for pupils, especially in speech, language and communication and social integration.

Safeguard the health and safety of all children, both in school and when engaged in school activities elsewhere.

Safeguard the school's data information as requested.

Principal Accountabilities:

1. Support for children

   Provide specialist learning support (requiring in-depth knowledge, training and experience) to pupils with severe special educational needs.

   Establish and maintain supportive relationships with individual pupils, small groups and parents/carers as appropriate to ensure they understand and can achieve the tasks.

   Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.

   Provide learning support to children with significant care needs, or where English is not their first language.

   Support children with significant development needs, e.g. cognitive ability, EBD, learning skills, etc. as directed.



Encourage and promote inclusion in the school, ensuring all pupils feel involved with tasks and activities.

Support pupils in small groups or 1:1 as required.

2. Support for the curriculum

Work with the inclusion base teacher to adapt and deliver elements of the school curriculum to meet the specific needs of the pupils attending the base.

Support integration in class curriculum where appropriate and continue links with year group teachers.

Suggest areas where ICT might be used to enrich pupil learning and support pupils to communicate using assistive technology.

Provide targeted support to enhance learning, improve attainment, regulation and integration.

3. Support for other staff

Assist the class teacher in effective use of assessment and tracking.

Monitor and track progress and provide feedback to assist in developing records for children with special needs.

Contribute to the planning and evaluation of work programmes for individual pupils and groups.

Organise the learning environment and develop classroom resources as required.

Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.

Contribute to the management of pupil behaviour by understanding individuals, building strong relationships and taking account of the needs of the child.

Provide advice for other staff on how to support individual children and provide training for the Hive TAs as required.

4. Support for the school

Develop and maintain effective working relationships with other staff and parents or carers.

Contribute with all staff members to the maintenance of a safe and healthy environment.

Attend and actively participate in staff meetings and lead Hive weekly updates.

Participate in and support the professional development of other teaching assistants as required.

Assist in facilitating and implementing school events, e.g. school plays, events.

Plan in partnership with the Hive class teacher and attend school trips and local visits promoting an enriching curriculum experience and inclusion for children attending the Hive.