Job title:	Inclusion Practitioner
Reports to:	Inclusion Manager & SENDCo
Responsibility for others:	No

Purpose and context:

- To provide non-specialist support to learners with SEND and High Needs.
- To contribute to the provision of an outstanding Additional Learning Support service for students with additional support needs.
- The following list is intended to give an indication of the range of duties and responsibilities attached to the post and does not attempt to specify all aspects of the role.

Responsibilities:

- Be responsible for supporting learners with SEND, both in class and other group situations
- Gain a thorough understanding of the learner(s) special educational needs (SEND) and/or disability and proactively share, discuss and liaise with tutors to ensure that all learners with SEND experience a Quality First Teaching environment
- To communicate proactively with teaching staff to ensure an outstanding student experience
- Use a Trauma-Informed approach to support the development of good behaviour practices in students
- To provide non-teaching specialist support to learners out of class, in small groups and 1:1, provide support in accordance with the learner profiles or under direction from teachers
- To provide non-teaching 1:1 or small group in-class support for learners with complex needs as directed by your line manager, teacher and/or in accordance with learner profiles
- To provide personal care and welfare support in response to individual students who may require additional help because of medical/physical conditions in and/or out of class in accordance with the learner profile
- To provide out of class supervision, e.g. lunchtime, in accordance with risk assessment and learner profiles
- To provide support to learners in evening classes, during examination concessions and any other circumstances deemed necessary by the Head of Inclusion to enable learner achievement. This will always be discussed and agreed between individuals and Line Managers based on contracted hours of work
- Liaise with staff (Teaching and non-teaching) on the specific support needs of learners
- Assist in monitoring learner attendance and inform the Assistant SENDCos of learner absences which are likely to exceed two weeks

- Mentor and provide support to members who are new to the team
- Support the development of reasonable adjustments under direction of the Inclusion Manager or teacher
- Contribute to the transition process as directed by your line manager
- Complete and communicate learner/group profiles to enable effective support under the direction of Assistant SENDCos
- Contribute towards identifying, assessing and monitoring tailored support to students
- Be responsible for undertaking timely progress reviews for supported students, to inform wider Progress Monitoring, led by Inclusion Managers
- Be responsible for undertaking Group and department paperwork in a timely manner to support the ALS audit trail and financial budget information
- Work in a flexible and proactive manner to meet the changing requirements of the Group and the learner
- Work flexibly to attend meetings and training at all Group Colleges if required
- Participate in team meetings and contribute to the continuous improvement of the service
- To fully contribute to the Group enrolment and initial assessment process
- Undertake training and development to ensure up to date knowledge and skills of SEND and effective support practices

Responsibilities of all employees:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students
- Be alert to any indication or allegation of abuse and take appropriate action as necessary
- Be committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance
- Celebrate and value the diversity brought to our workforce by individuals, being a positive role model, and providing an all-inclusive approach
- Act in accordance with data protection legislation
- Participate in team meetings and development opportunities as identified
- Ensure the Health and Safety of students, staff and resources within their scope of responsibility
- Ensure risk assessments are undertaken, updated and submitted in line with Group policy
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind

Respect
We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion
We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition
We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration
We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.

Person Specification: Inclusion Practitioner		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	**Criteria: Essential Desirable**	**Assessed: Application Interview Task**
Qualifications and Training:		
Educated to GCSE grade A*- C / 9 - 4 or equivalent in English	Essential	Application
Educated to GCSE grade A* - C / 9 - 4 or equivalent in Maths	Essential	Application
Safeguarding and Prevent training (or to be completed within one month of appointment)	Essential	Interview
Relevant Experience:		
Experience of working with people with social, emotional and mental health difficulties	Essential	Application
Experience with learning difficulties and/or disabilities	Essential	Application, Interview
Experience of working with learners with additional support needs in an educational setting	Essential	Application, Interview
Experience of mentoring staff	Desirable	Application, Interview

Skills / Expertise:		
Ability to motivate and promote learning	Essential	Interview
The ability to share skills with colleagues and new staff to the Additional Learning Support Service	Essential	Interview
The ability to form and maintain appropriate relationships and personal boundaries with all students	Essential	Interview, References
The ability to maintain appropriate discipline through use of positive behaviour strategies	Essential	Interview, References
The emotional resilience needed to develop appropriate behaviour in learners	Essential	Interview, References
Proficient in IT – Microsoft Office, Email and Internet	Essential	Application, Interview
Ability to produce accurate records	Essential	Interview
Awareness of the Equality Act 2010	Essential	Application, Interview
Awareness of 2014 SEND Reform	Essential	Interview, Task
The ability to take notes for learners or a willingness to develop skills	Desirable	Interview
The ability to adapt materials for learners according to individual needs	Desirable	Interview, Task
Additional Factors:		
Availability and ability to work in a variety of situations across the Group	Essential	Interview
A professional approach	Essential	Interview
A flexible approach to working practices	Essential	Interview
A good team member	Essential	Interview
Adaptable to change	Essential	Interview
A commitment to the principles of Equality and Diversity	Essential	Interview
As the Group is a multi-campus site, flexibility and willingness to work across all sites is required	Essential	Interview