

## **Job Description and Person Specification for Inclusion Support Assistant (Grade 3)**

### **PURPOSE OF JOB**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### **MAIN ACTIVITIES**

### **POSITION SPECIFIC DUTIES**

- o To support a child with specific learning needs using close supervision and one to one support as required, with specific regard to developing communication and supporting with evidence towards any diagnosis.
- o To have good communication skills and to be confident in liaising with parents and other agencies.

### **SUPPORT FOR PUPILS**

- o Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- o Assist with the development and implementation of SEN Pupil profiles.
- o Establish constructive relationships with pupils and interact with them according to individual needs.
- o Promote the inclusion and acceptance of all pupils.
- o Encourage pupils to interact with others and engage in activities led by the teacher.
- o Set challenging and demanding expectations and promote self-esteem and independence.
- o Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

### **SUPPORT FOR THE TEACHER**

- o Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- o Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- o Assist with the planning of learning activities.
- o Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- o Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- o Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- o Establish constructive relationships with parents/carers.
- o Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- o Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

### **SUPPORT FOR THE CURRICULUM**

- o Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including showing competent ICT, Literacy and Numeracy skills
- o Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### **SUPPORT FOR THE SCHOOL**

- o Be aware of and fully support the Mission Statement and aims of our Catholic school
- o Be aware of and comply with all policies and procedures, including those relating to child protection, GDPR, confidentiality, equality and safeguarding, including online safety.
- o Reporting all concerns to the DSL or senior leaders, following the staff code of conduct at all times
- o Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- o Contribute to the overall ethos/work/aims of the school
- o Appreciate and support the role of other professionals
- o Attend and participate in relevant meetings as required, within normal contractual hours
- o Participate in training and other learning activities and performance development as required
- o Assist with the supervision of pupils out of lesson times, including before and after school, across breaks and at lunchtime
- o Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

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**PERSON SPECIFICATION**

Employees will need to demonstrate the following requirements in order to perform each of the main activities of the job safely and effectively.

**SKILLS/KNOWLEDGE**

- o Effective use of ICT to support learning
- o Use of other equipment technology – video, photocopier
- o Understanding of relevant policies/codes of practice and awareness of relevant legislation
- o General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- o Basic understanding of child development and learning
- o Ability to self-evaluate learning needs and actively seek learning opportunities
- o Ability to relate well to children and adults
- o Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

**EXPERIENCE**

Working with or caring for children of relevant age

**QUALIFICATIONS**

- o Good numeracy/literacy skills
- o NVQ 3 for Teaching Assistants, or equivalent qualifications or experience
- o Training in the relevant learning strategies e.g. specific needs
- o First aid training/training as appropriate
- o Safeguarding level 1