



# Whitburn Church of England Academy

Inclusion Support Assistant	
Purpose of the Post	
<ul style="list-style-type: none"> <li>Promote the ethos and principles of Whitburn Church of England Academy with all staff, students and the wider community by exercising the rights and responsibilities of the post.</li> <li>To realise the motto 'Excellence for All' by ensuring the highest possible standards of student personal development and wellbeing.</li> <li>Role model the teaching and learning behaviours expected by staff in the Academy.</li> <li>Support students and Pastoral Year Leader in appropriate year group, ensuring student wellbeing and safety is paramount.</li> <li>To forge effective working relationships with young people and their families.</li> <li>Offer effective personalised student support as directed by Pastoral Year leader</li> <li>Support all aspects of year group activities as directed by Pastoral Year leader</li> <li>Lead investigations related to student behaviour/incidents as directed by Pastoral Year leader, recording findings and reporting to Pastoral Year leader and Senior Management Year.</li> </ul>	
<b>Post</b>	<b>Inclusion Support Assistant</b>
<b>Academy Based Working time</b>	37 hours per week term time only There is no holiday entitlement during term time.
<b>Scale</b>	SCP 12 <b>pro rata</b>
<b>Reporting to</b>	Pastoral Year Leader, Assistant Head Teacher Pastoral
<b>Responsible for</b>	N/A

<b>Main Duties</b>	<p><b>A - Leadership &amp; Management</b></p> <ol style="list-style-type: none"> <li>Under the guidance of SMT and Pastoral Year Leader, provide consistent, effective personalised support to students in liaison with staff</li> <li>Prioritise own tasks effectively</li> </ol> <p><b>B – Student Inclusion</b></p> <ol style="list-style-type: none"> <li>Greet students each morning at allocated entrance</li> <li>Support Tutors during registration</li> <li>Supervise students on off-site visits and Drive minibus (if qualified)</li> <li>Undertake site supervision duties as directed by SLT</li> <li>Provide advice, counselling and guidance to students to enable them to reflect on their actions</li> <li>Undertake day to day administrative tasks e.g. student transfer, confiscated items, call-out letters etc</li> <li>Undertake tasks related to whole school activities, such as examination invigilation and preparation for Parents' Evenings, as necessary</li> <li>Provide First Aid or Appointed Persons cover as appropriate during the school day and on off-site visits (if suitably qualified).</li> </ol>
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9. Investigate and collect evidence relating to critical incidents and feedback to SMT, PYL
10. Mediate with groups of students e.g. circle time, critical incidents, bullying follow-up
11. Follow up call-out incidents
12. Provide support for improved student attendance and punctuality, as directed by PYL/SMT
13. To provide cover for registration and ensure that attendance information is recorded accurately
14. Support in new student induction within year group.
15. Host lunchtime counselling/discussion groups as appropriate in liaison with PYL

#### **B – Student Progress**

1. Undertake student observations and track students as directed by Pastoral Year leader
2. Call-out supervision and reintegration of students in lessons
3. Support students as directed by Pastoral Year leader
4. Support students during and following long absence
5. Be involved in the operation, monitoring and support of students on Pastoral Support Plans (PSPs), Behaviour Support Plans (BSPs) and Attendance Action Plans (AAPs)
6. Work with individuals or small groups of students in lessons to help regulate behaviours and access the curriculum
7. Provide support for students who are experiencing difficulties in school that may require their withdrawal from lessons

#### **C - Curriculum Provision and Development**

1. Staff the Academy Reflection Room when required
2. Support personalised provision for students
3. Support and encourage students to attend extra curricula clubs and events

#### **D - Staff Development, Recruitment and Deployment**

1. Form professional and collaborative working relationships, promoting teamwork and collegiality.
2. Provide training in all aspects to support newly appointed Inclusion Support Assistants.

#### **E – Quality Assurance**

1. Take action in response to the evaluation of School Review outcomes.
2. Take a role in ensuring the accuracy of records.

#### **F – Management of Information**

1. Ensure that data is sufficient, accurate, up to date and completed in a timely fashion, through Go 4 Schools and SIMS.
2. Ensure that student information and logs are maintained accurately and that all student information is filed securely and attached to student

	<p>records in accordance with the Data Protection Act.</p> <ol style="list-style-type: none"> <li>3. To report back as appropriate using the Academy's agreed referral procedures and Go 4 Schools on the behaviour of students in and out of the classroom.</li> </ol> <p>G - Liaison &amp; Communication</p> <ol style="list-style-type: none"> <li>1. Ensure all appropriate lines of communication are maintained for continued professional dialogue.</li> <li>2. Attend tutor briefings</li> <li>3. Liaise daily with Pastoral Year leader</li> <li>4. Coordinate work for reflection and exclusion for year group in liaison with Pastoral Year leader</li> <li>5. Contact parents/carers concerning routine and critical matters</li> <li>6. Respond to parental/carer queries on a wide range of issues as directed</li> </ol> <p>Other Duties</p> <ol style="list-style-type: none"> <li>1. Adhere to the Academy Staff Code of Conduct</li> <li>2. Discharge your duty of care for your own and others' health and safety.</li> <li>3. Undertake training and development as required, in particular addressing issues raised through School Review</li> <li>4. Be courteous to colleagues, students and parents and provide a welcoming environment to guests</li> <li>5. The post holder must act in compliance with data protection law in respecting the privacy of personal information held by the Academy</li> <li>6. Advise the Academy of any disability you may have or develop so that the Academy can endeavour to make any necessary reasonable adjustments to the job and the working environment</li> <li>7. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.</li> </ol> <p>Note:</p> <p>Other duties will be required as and when necessary to the post from time to time. The job description is current at the date shown but, in conjunction, with the postholder, may be revised by the Principal to reflect and anticipate changes in the job that are commensurate with the grade and job title. Such variations that are made to the duties and responsibilities will not change the general character of the post.</p>
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***Whitburn Church of England Academy is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.***