



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

INCLUSION SUPPORT OFFICER

JOB DESCRIPTION

JOB PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY

1. Work under the guidance of the Assistant Principal (Pastoral) and within an agreed system of supervision.
2. Develop and implement systems which enable behaviour change and positive behaviour for learning.
3. Co-ordinate outstanding support to enable students that require behaviour modification to play a full and active part in the life of the school and to make outstanding progress in their learning.
4. Co-ordinate the protocols and routines for students within the Reflection Room to ensure a calm and orderly environment to learn.
5. Ensure the Reflection Room staff are fully compliant with the expectations of them and students within the room.
6. Monitor the "Behaviour Playbook" and "Behavioural Norms" across key cohorts of students to ensure a consistent climate is created for outstanding learning to flourish.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Support for Students

- 1.1 Use specialist (de-escalation / curricular/ learning) skills/ training/ experience to support students.
- 1.2 Assist the Pastoral team with the development and implementation of Individual / Behaviour/ Support/Mentoring plans, ensuring those selected students with additional needs have pastoral interventions applied including family liaison work and be the named keyworker for those students.
- 1.3 Establish productive working relationships with targeted students, acting as a role model and ensuring high expectations amongst all staff.
- 1.4 Promote the inclusion and acceptance of all students within the school.
- 1.5 Promote independence and employ strategies to recognise and reward achievement of self-regulation.
- 1.6 Provide feedback to students in relation to their behaviour.
- 1.7 Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- 1.8 Provide pastoral support to students, in conjunction with the Pastoral team.

- 1.9 Co-ordinate 1:1 mentoring arrangements with selected students and provide support for distressed students and/or small group interventions to support improved behaviour within lessons/reintegration into lessons.
- 1.10 Receive and supervise students removed from, or otherwise not working to, their normal timetable.
- 1.11 Work with teachers to secure outstanding progress in all subjects for all students within the centre.
- 1.12 Attend to students' personal needs and provide advice to assist in their social, health and hygiene development.
- 1.13 Adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.
- 1.14 Provide individual and/or small group intervention as directed.
- 1.15 Develop a positive relationship with students and promote self-esteem and independence.
- 1.16 Provide feedback to targeted students on their progress and attainment.

2 Support for Teachers

- 2.1 Work with all teachers to establish a calm learning environment in classrooms.
- 2.2 Provide information to teachers and other support staff and ensure that planning is appropriate to the needs of all students within the centre.
- 2.3 Liaise with the SENCo and specialist staff (e.g. Occupational Therapist or Speech and Language Service) as requested to receive and disseminate advice given to effectively support students across curriculum areas and ensure that actions are followed through for their cohort of students.
- 2.4 Be responsible for maintaining and updating behaviour records (i.e. detention logs, behaviour logs, achievement logs), and data as agreed with school leaders and contribute to the school reporting systems as required.
- 2.5 Conduct meetings with parents and carers, external agencies and provide constructive feedback on selected students regarding progress, attainment, attendance and behaviour.
- 2.6 Under the direction of the SENCo, support student profiling of SEND by carrying out a range of tests including BPVS, DRA, Boxall Profiles, Goodman's, spelling and reading tests.
- 2.7 Establish constructive relationships with parents and carers, exchanging information, facilitating their support for their child's attendance, access and learning. Therefore, supporting the home to school links.
- 2.8 Assist with student supervision and management of student behaviour, in line with school procedures.
- 2.9 Create and maintain a calm, purposeful and orderly, productive working environment.
- 2.10 Provide clerical/admin support e.g. dealing with a correspondence, compilation/analysis/reporting on attendance, exclusions etc, co-ordinating the making of daily phone calls with updates on pupil progress.
- 2.11 Conduct thorough investigations, alongside key pastoral staff, when serious incidents occur.

3 Support for the School

- 3.1 Develop and ensure compliance with policies and procedures relating to child protection, health, safeguarding, confidentiality and data protection, reporting all concerns to the appropriate person.
- 3.2 Support and guide other special support assistants' work in the classroom when required.
- 3.3 Support the maintenance and enhancement of the school's ethos and mission through their own outstanding professional conduct and high expectations of others.
- 3.4 Support in creating a culture in which effective learning can take place.
- 3.5 Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.

- 3.6 Work within school policies and procedures.
- 3.7 Attend and participate in individual and team meetings as required.
- 3.8 Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others.
- 3.9 Organise reward trips and undertake planned provision for students on visits, trips, out of school activities and enrichment programmes and take responsibility, as required.
- 3.10 Work as part of a team and support the role of other people in the team.
- 3.11 Support the Assistant Principal (Pastoral) with implementation of post reflection room behaviour escalation strategies.

4 Other Responsibilities

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.3 Contribute to the wider life of the Trust and the Star community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.

5 Records Management

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	Degree level qualification.	D	✓	
2.	Level 3 qualification (NVQ level 3 or A level).	D	✓	
3.	GCSE in English and mathematics at Grade C or above.	E	✓	
EXPERIENCE				
4.	Supporting children with special educational needs and/or Disabilities (SEND).	D	✓	
5.	Supporting children with English as an additional language (EAL).	D	✓	✓
6.	Contributing to the development, monitoring and review of Individual Education Plans (IEPs) and/or Education Health and Care Plans.	D	✓	✓
7.	Training in a range of literacy strategies and approaches, for example the teaching of Reading, Spelling, Phonics following a suitably recognised scheme.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Ability to maintain positive relationships with students, parents and staff.	E	✓	✓
9.	Ability to work effectively within a team.	E	✓	✓
10.	Effective classroom and behaviour management skills.	E	✓	✓
11.	Ability to communicate effectively using technology.	E	✓	✓
12.	Good ICT skills for word-processing, use of learning software and accessing on-line resources.	E	✓	✓
13.	Knowledge of strategies to support students with specific SEND e.g. SEMH, physical disabilities, visual and/or hearing impairment, dyslexia.	D	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
PERSONAL QUALITIES				
14.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
15.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
16.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
17.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
18.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
19.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
20.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓